

How To Schedule Using HORAS

1. Log in:

- Go to www.actscoop.org and click on the **HORAS** (online scheduling) link on the left menu.
- Click on **FAMILIES LOG-IN HERE**
- Enter your email address and password (these are case sensitive!). Press the **Login** button. You will see a listing of all your ACTS students. (Can't remember your password? See instructions under the Login button in the middle of your screen)

Question: I've never logged in before so I don't have a password. If you have never logged in before, your password is: **password** (all lowercase letters). Once you login, please change this to something unique. Click on **Change Password** in the middle section of your screen.

- ### 2. Check your Family Profile
- Verify that ACTS has your correct address, phone numbers, and other information. If any of these are incorrect, please change them.


3. Schedule Classes:

- Click the **Schedule** button. You will see your child's empty schedule. If they have scheduled a PASS class, it will be visible
- Choose a class for each period by pressing the **Add Course** button on the far right. This will show you all available classes for your child along with fees and availability. If you click on the name of the class, a *brief* course description will open in another window. Complete course descriptions are found in the Family Handbook.
- To add the class to your child's schedule, press the **Add** button on the left. If he got in the class, you will see **Enrollment was successful** at the top of the page. If the class is full you will see **Your student is xth on the waiting list.** (see below for more about waiting lists)

Question: What does it mean when I see Any, All, Fall, or Spring under the Sessions column? Most classes are yearlong. Some middle/high school classes are offered only in the fall and some only in the spring. **Sign up for spring classes at the same time you sign up for all other classes.**

Question: How do I add a new student? Please contact the Registrar before scheduling begins.

4. Print a copy of each child's schedule:

- Click on **Show/Print schedules for all students in family**  in the middle section of your screen.
- You must bring this printed schedule to Registration along with all your other paperwork.** All other paperwork is found in the Family Handbook.

Other Information

Making a Schedule Change: After Scheduling is over, you will be unable to make any changes to your child's schedule unless you contact the Registrar. Send her an email with your requested change.

Waiting Lists: If you have placed your student on the waiting list for a class, you can still schedule him/her into another class. If your student ends up getting into the wait listed class, you must make a decision about which class to stay in. You need to decide within a few days. HORAS will send you an email if your child has moved off the waiting list and into a class. Upon receiving that notification email, please email the Registrar to let her know which class will be dropped and which class will be kept.