

**HOW TO ENTER REQUESTS IN INOW (CHALKABLE) HOME  
2019-2020 COURSE SELECTIONS**

1. Open your web browser
2. Type this link into your browser <https://bit.ly/2CHwEQg>
3. You will now see the INOW login screen.
4. Type your username (that was provided by the school) and your password (that was reset by the school to Mounties2019) then click Login.
5. Click on "REQUESTS" on the menu at the left side of the screen.
6. Click on the "ADD" (blue plus sign) in the center of the screen.
7. Select "High School" for school Category, Select next year's grade level for starting and ending grade.
8. Type the course number from your requests sheet in the "COURSE NUMBER" box. DO NOT USE ANY OTHER BOX TO SEARCH FOR A COURSE. Now click search.
9. Check the box next to the course and click the ADD button underneath the course to the right.
10. The screen will then show your list of requests and you may continue adding by repeating steps 8 and 9.
11. You should enter exactly 9 credits worth of courses. Do not enter more or less than 9 credits worth of courses.