

# INSTRUCTIONS FOR ON-LINE STUDENT COURSE REQUESTS

If you have already changed your password, please go to step 5.

Step 1: Go to the following address:  
[www.myeducation.gov.bc.ca/aspen/logon.do](http://www.myeducation.gov.bc.ca/aspen/logon.do)

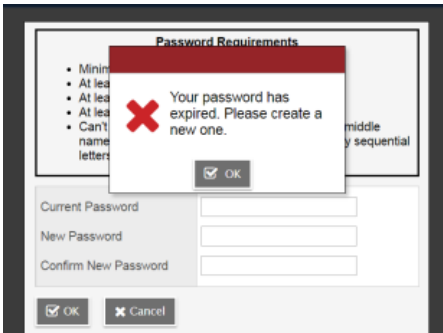
Step 2: Enter the Login and Password (case sensitive) from the label on your course selection sheet and click on “<Log On>”.



Step 3: A screen will pop up prompting you to create a new password. Please follow the ‘password requirements’ outlined. You will need to re-enter your current password AND enter your NEW password twice.

**NEW PASSWORD GUIDELINES:**

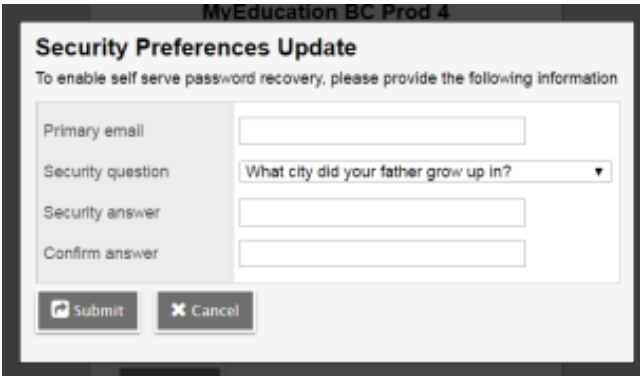
- 8 Minimum, 14 maximum characters
- 1 capital letter, 1 lowercase letter
- 1 number
- 1 special symbol or character: #, \$, !, @
- Your password cannot contain first name, middle name, last name, date of birth, personal ID or sequential letters or numbers.
- **EXAMPLES of acceptable passwords:**
  - ✓ Jan2017\$
  - ✓ Snow999!
  - ✓ Welcome1\$



**IMPORTANT-PLEASE NOTE:**

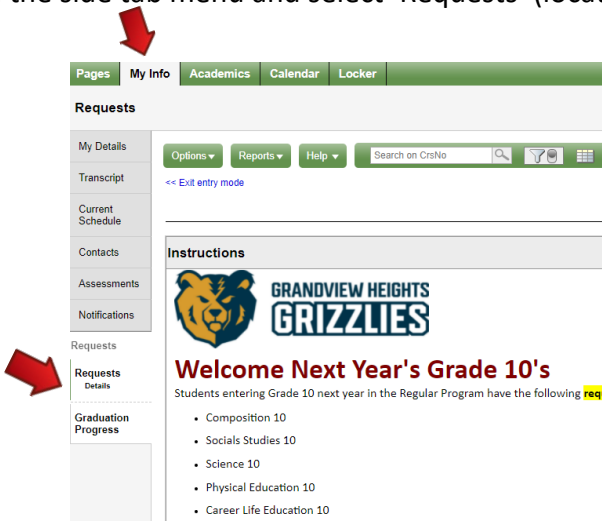
Copy your USERNAME and your NEW PASSWORD and keep it in a safe place for future reference.

Step 4: The next screen that appears will be asking you select a security question and answer that will enable you to recover your password in the future. Please enter a primary email address in to email appears in the first box. Select a ‘Security Question’ that you will remember the answer to. Provide and confirm your answer. Click <Submit>.



Step 5: To enter your course requests, please follow the steps below:

- Select ‘My Info’ from the Top Tabs
- Scroll down the side tab menu and select ‘Requests’ (located at the very bottom of the menu)



Step 6: Select courses from all Subject Areas

- ✓ Academic REQUIRED courses (Social Studies 10, Science 10, Career Life Education 10, Physical Education 10 & Composition 10,) have already been selected for you.
- ✓ Select Math courses, Elective courses , Grade 10 X Block, alternate requests and your 2<sup>nd</sup> English course.

Primary requests

	Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
	Gr 10 Regular Program	MSS-10-S	SOCIAL STUDIES 10	N	4.0
		MSC-10-S	SCIENCE 10	N	4.0
		MCLE-10-S	CAREER LIFE EDUCATION 10	N	4.0
		MPHED10-S	PHYSICAL AND HEALTH EDUCATION 10	N	4.0
		MCMP10-S	COMPOSITION 10	N	2.0
	Gr 10 English Courses				
	Gr 10 Math Courses				
	Gr 10 Elective Courses				
	Gr 10 X Block				

Alternate requests

	Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
	Gr 10 Alternate Courses				
	Gr 10 English Alternate				

Notes for counsellor

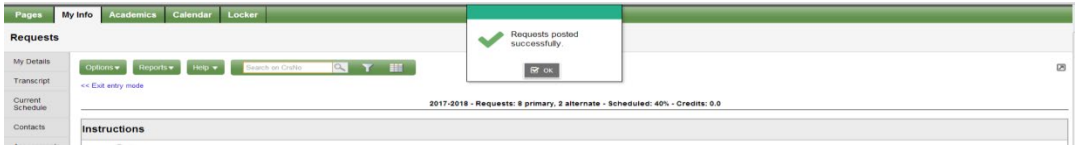
Last posted time: Approved time:

Step 7: Electives are displayed on more than one page. Please click on RIGHT arrow to move to the next page(s) and LEFT arrow to go to previous page(s) as shown below.

A screenshot of a course selection interface. At the top, there are navigation arrows: a left arrow, a dropdown menu showing '1:10 MBEG-10-S', and a right arrow. To the right of the dropdown, it says '0 of 26 select'. Below this is a table with columns: 'Select', 'CourseNumber', 'CourseDescription', 'Academic level', 'Credit', 'Prerequisite', and 'Status'. The table contains two rows: one for 'MBEG-10-S' (BUSINESS EDUCATION 10: GENERAL) and one for 'MDNG-10-S' (DANCE 10: GENERAL). A red arrow points to the left navigation arrow, and another red arrow points to the right navigation arrow.

Step 8: Once you have finished selecting your courses, electives, and alternates, click on ‘POST’ located at the bottom of the screen on the left hand side.

**\*\*You will get the following message on your screen once your courses have been posted.\*\***



Step 9: Please click on the ‘Log Off’ icon located at the top RH corner of your screen to end your session.