

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

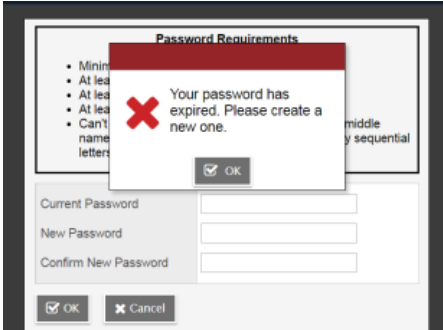
Step 2: Enter the Login and Password (case sensitive) from the label on your course selection sheet and click on “<Log On>”.



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:

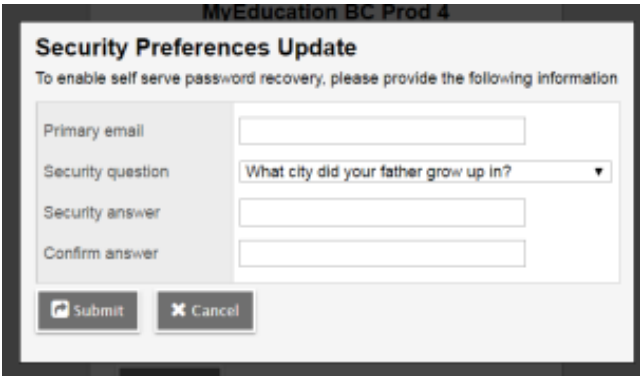
- 8 Minimum, 14 maximum characters
- 1 capital letter, 1 lowercase letter
- 1 number
- 1 special symbol or character: #, \$, !, @
- Your password cannot contain first name, middle name, last name, date of birth, personal ID or sequential letters or numbers.
- **EXAMPLES of acceptable passwords:**
 -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



IMPORTANT-PLEASE NOTE:

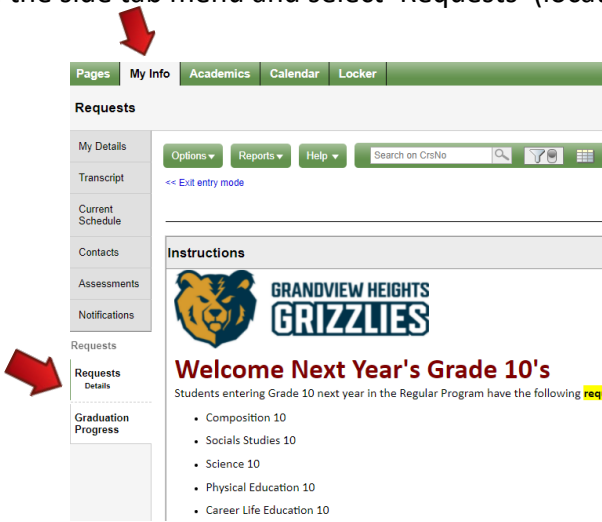
Copy your USERNAME and your NEW PASSWORD and keep it in a safe place for future reference.

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 2nd 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				

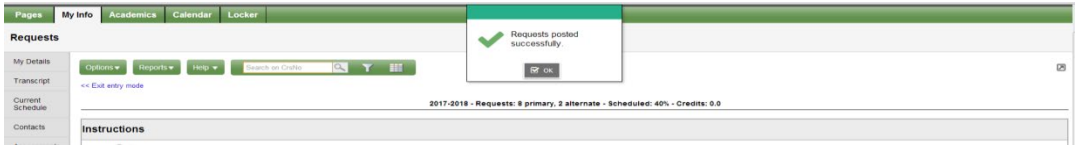
Notes for counsellor

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.

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.