INSTRUCTIONS FOR ON-LINE STUDENT COURSE REQUESTS: EMS

Step 1: Go to the following address:

www.myeducation.gov.bc.ca/aspen/logon.do or log in through Google



Step 2: Enter the Login (Student Number) and Password: click on "<Log On>".

MyEducation BC Prod 4	
Login ID	
Password	
i forpot my password	
4) Log Cn	
_	

If you able to Log On with your username (student number) and password proceed to Step 5 If you have forgotten your password select, I forgot my password

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 <u>NEW password twice</u>.

Password suggestions: a name you will remember like your mom or dad's, plus a symbol like \$ or # then a number. Password is only good 90 days, next time you change your password, just change the NUMBER. For example: Scott\$12 then Scott\$13



IMPORTANT-PLEASE NOTE: Copy down your NEW PASSWORD and keep it in a safe place for future reference. Take a picture with your phone. 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. One you use! Select a 'Security Question' that you will remember the answer to. Provide and confirm your answer. Click **<Submit>**.

Primary email	
Security question	What city did your father grow up in?
Security answer	
Confirm answer	

Step 5: Select **My Info** on the top tab

	Pages Home Page Directory		2.57 PM Harris, Janene 09 AM Harris, Janene DN and the MyEducation BC Proc			
		Recent Activity Last 30 days Published Reports				
		Search. dl Attendance d Grades Filename DateUpi	oaded Creator			
		O2/04/2019 - Term Grades Posted (EN - ENGLISH 09) Teacher: Musherure, M Discontary 12 KB 11/22/20				
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		02/04/2019 - Tem Grader Potield (BC - SQENCE 09) Texcher: McEnde, D 02/04/2019 - Tem Grader Potield (BC - INFO CERVOIR VIGENTIA) System Maintenance & Announcements System Maintenance & Announcements				
		2004/2010 Targe Candes Tarley INFO TECH (20) Tarahas Kembanias D	Welcome to MyEducation BC PRODUCTION Please be advised that the 5-3 Major Release Upgrade completed successfully and the MyEducation BC Provailable. All user accounts and scheduled jobs have been enabled. Release Notes can be found at Help's Melase Notes > MyEducation BC Student Information			
		02/04/2019 - Term Grades Posted (TE - ELECTRONICS AND ROBOTICS 09) Teacher: Howes, J available. All user accounts and scheduled jobs have been enabled.				
		To Do Weekly Maintenance Windows - Outages may be required				
		Every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am.	If outages are required, the Product			
		M Overdue Online Assignments M Today M Tomorrow Week View These Windows.				
		Overdue Online Assignment Course Assignment Category Due				
		No assignments scheduled. Protecting personal information is critical to everyone using MyEducation BC. While is personal information, the Ministry of Education ensures personal information is secure struct years you requirements.				
		Today: Monday, February 4 Learn more about how personal information is protected within MyEducation BC by vi	isiting the following links:			
		Course Assignment Category Completed				
		No assignments scheduled. Freedom of Information and Protection of Privacy Act Charles A				
		Tomorrow: Tuesday, February 5 Independent School Act				
Step 6: Seleo	ct R	Requests on the side tab				
•		ages MyInfo Academics Groups Calendar Locker				
	Fag	ages my mo Academics orders carendar cocker				

	My Record								
	My Details	Options Report	Help 🔻						
	Transcript	X Cancel							
	Current Schedule	Demographics Ar	sses Photo						
	Contacts	Legal first name	thew		School > Name	Earl Marriott Sec			
	Assessments	Legal middle name	n Martyn		Next School > Name	Earl Marriott Sec			
	Notifications	Legal last name	wson		Year of graduation 🧕	2022			
		Suffix			Grade level	09			
	Requests	Pupil #	3852		Parking Space				
,		Personal Education Number	3557978		License Plate #				
		Homeroom	M09						
		Locker							
		X Cancel							

Step 7: Review Instructions for English and French Immersion Programs by Grade: See examples below. Requests

My Details	Options v Reports v Help v Gearch on Crs.No 🔍 Y 🎫
Transcript	<< Exit entry mode
Current Schedule	2019-2020 - Requests: 3 primary, 0 alternate - Scheduled: 19% - Credits: 10.0
Contacts	Instructions
Assessments Notifications Requests	
Requests Details	$\sum 2 \log \log \left(\frac{1}{\log 2} + 2 \log \log \log 2 \log 2 \log \log \log 2 \log \log \log \log 2 \log \log$
Graduation Progress	Colspan="2">Colspan="2" Colspan="2">Colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2" Colspan="2" Pite 10 with bead Colspan="2" Colspan="2" In additions are required to balk as at the colspan="2">Colspan="2" In addition graduation requisented pite 10 balk at a least one Fine Arts
	 Math 10; Choose one of the Math courses in the selection box Science 10 (pre-selected) Social Studies 10 (pre-selected) Career Life Education 10 (2 credit non-enrolling course - 9th course) (pre-selected) Physical and Health Education 10 or PHE 10 with Band 10 year-long (2 Courses) PHE 10 with Band 10 year-long (2 courses) PHE 10 with Rec Leadership 10 year-long (2 courses) Hockey Academy 10 - PHE 10 and one elective (2 courses) Three additional elective courses or two if you selected PHE 10/Band or Rec Lead, or Hockey Academy In additions, students may choose the following as a tenth course: Jazz Band 10 (before school) Two Alternate Courses (You cannot repeat courses you have already requested above) Notes:

- One of the Ministry of Education graduation requirements is that students are required to take at least one Fine Arts or Appled Skills before
- Students are required to have a complete timetable of 9 courses including the 2 credit non-enrolling CLC 10 course. Students should n have any questions.

Don't forget to POST when you have completed your requests!

Going into Grade 10, French Immersion Program? Then you are in the right place!

Students entering the Grade 10 French Immersion program next year will be be making requests based on the following requirements:

- · English 10; Choose one of the English courses in the selection box
- Sciences 10 (pre-selected)
- Sciences Humaines 10 (pre-selected)
- Francais Langue 10 (pre-selected)
- · Mathematiques 10; Choose one of the Math courses in the selection box Career Life Education 10 (2 credit non-enrolling course - 9th course) (pre-selected)
- Physical and Health Education 10 or
 - PHE 10 with Band 10 year-long (2 courses)

 - PHE 10 with Rec Leadership year-long (2 courses) (application course)
 Hockey Academy 10 PHE 10 and one elective (2 courses)
- . Two additonal elective courses or one if you chose year-long PHE 10 with Band or Rec Leadership 10 or Hockey Academy 10
- In addition, students may choose the following as a tenth course: Jazz Band 10 (before school)
- · Two Alternate Courses (You cannot repeat courses you have already requested above)

Notes:

- One of the Ministry of Education graduation requirements is that students are required to take at least one Fine Arts or Appled Skills course before 1
- · Students are required to have a complete timetable of 9 courses including the 2 credit non-enrolling CLE 10 course. Students should meet with have any questions.

Don't forget to POST when you have completed your requests!

Step 7: After reading your Grade instructions carefully, complete your course requests by using the **Select** buttons. Follow through each select button carefully reading the instructions at the top. Students must select **two alternate** choices (**Grade 9s are asked to select three alternates** for 2021-2022 school year).

 Studen have an 	ts are required to have a complete timetable of 9 course: ny questions.	s including the 2 credit non-enrolling CLC 10 course. Students s	should meet with the coun	selling department if academic accommodations are required. Studer	its should review their course selec	ctions with their parents and se	e their coun:
Don't forget to	POST when you have completed your requests!						
Primary re	quests						
	Subject area	SchoolCourse > CrsNo	Schoo	ICourse > Description		Alternate?	Cred
👌 Select	GR 10 [EN] English Course						
👌 Select	GR 10 [EN] Math						
👌 Select	GR 10 [EN] Science	MSC10S	SC - S	CIENCE 10		N	4.0
🗄 Select	GR 10 [EN] Socials	MSS10S	SS - S	DCIAL STUDIES 10		N	4.0
🗄 Select	GR 10 [EN] CLE	MCLEA10Y	CA - C	AREER EDUCATION 10A YEAR LONG		N	2.0
🗄 Select	GR 10 [EN] PHE						
🗄 Select	GR 10 [EN] Elective						
Alternate r	equests	· · · · · · · · · · · · · · · · · · ·					
	- 1						1

Step 8: In the Elective and Alternate sections there are many course offerings. It is very important that students scroll though all options to find the right course requests for them. See below:

	CourseNumber CourseDescription Academic level Credit Prequisit MMEDD10S E MEDIA DESIGN 10 Regular 4.0 MMEDD10S BE - MEDIA DESIGN 10 Regular 4.0 MMEDD10S BE - OMPUTER PROGRAMMING 11 (LEVEL 1) Regular 4.0			_					
		<u>[</u>	IOR	E] Use the drop down box or arrows at the top of the cours	e list to see more o	choices		F	
		Choose 3							
Instructions									
		You may choose .I	laz:	z Rand 10 here as a tenth course that runs outside the time tab	۹				
< 1:10 MN	MEDD10-	-S T	>						
Select	CourseN	lumber	•	CourseDescription	Academic level	Credit	Prequisite	1	
	MMEDD	10S		BE - MEDIA DESIGN 10	Regular	4.0			
	MCMPR	11S		BE - COMPUTER PROGRAMMING 11 (LEVEL 1)	Regular	4.0			
	MDCOM	11S		BE - DIGITAL MEDIA DEVELOPMENT 11 (LEVEL 1)	Regular	4.0			
	YCAIS04	\S		CC - LIBRARY SCIENCE 10	Regular	4.0			
	MDRM-1	0S		DR - DRAMA 10	Regular	4.0			
	MMUTH	10S		DR - MUSICAL THEATRE 10	Regular	4.0		_	
	MDRD-1	0S		DR - THEATRE PRODUCTION 10 (TECHNICAL THEATRE)	Regular	4.0		_	
	MEN09	S		EN - ENGLISH 09	Regular	0.0		_	
	VPeVC1	٨e		EN REVOLUCIORY 11	Popular	4.0		-	

Step 9: Below is an example of what a completed course selection might look like. Students may select Jazz Band as an additional course outside of the regular timetable.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
🗄 Select	GR 10 [EN] English Course	XAT10ENWC	EN - CREATIVE WRITING/COMPOSITION 10
🗄 Select	GR 10 [EN] Math	MFMP-10S	MA - MATH 10 FOUNDATIONS & PRE-CALCULUS
🗄 Select	GR 10 [EN] Science	MSC10S	SC - SCIENCE 10
🗄 Select	GR 10 [EN] Socials	MSS10S	SS - SOCIAL STUDIES 10
🗄 Select	GR 10 [EN] CLE	MCLEA10Y	CA - CAREER EDUCATION 10A YEAR LONG
🕼 Select	GR 10 [EN] PHE	MPHED10S-BOYS	PHE - PHE 10 BOYS
		MFR10S	ML - FRENCH 10
🗄 Select	GR 10 [EN] Elective	MMEDD10S	BE - MEDIA DESIGN 10
		MTEAR10S	TE - ELECTRONICS AND ROBOTICS 10

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
Select	GR 10 [EN] Alternate	MCMPR11S	BE - COMPUTER PROGRAMMING 11 (LEVEL 1)
Select	GK TO [EN] Alternate	MFOOD10S	HE - FOOD STUDIES 10

Notes for counsellor

Step 10: It is very important that students **POST** their course requests after carefully reviewing them.

🗄 Select	GR 10 [EN] Science	MSC10S
🗄 Select	GR 10 [EN] Socials	MSS10S
🗄 Select	GR 10 [EN] CLE	MCLEA10Y
🗄 Select	GR 10 [EN] PHE	
🗄 Select	GR 10 [EN] Elective	
Alternate requ	Subject area	SchoolCourse > CrsNo
	Subject area	SchoolCourse > CrsNo
🕒 Select	GR 10 [EN] Alternate	
N for cour	nsellor	

Step 11:Please click on the 'Log Off' iconIsocated at the top RH corner of your screen to end
your session.If you have any questions or need assistance please contact our office.