

GRADE 11 INSTRUCTIONS FOR ON-LINE STUDENT COURSE REQUESTS

**** Note:** It is expected that you have your courses entered by Monday, February 28, 2022.
Student access to MyEdBC will be shut off after Monday.

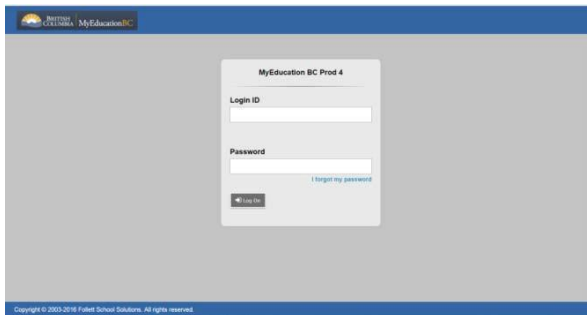
If you have successfully logged in to MyEd, please go to step 5.

If you need your password reset, email panoramaridge@surreyschools.ca with your full name and student number.

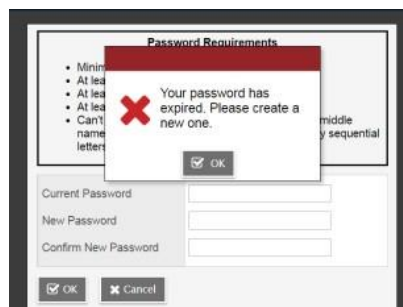
If you are logging in for the first time or after a password reset:

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.



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 into 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: If you're a student in the **English program**, complete Step 6(a).
 If you're a student in the **French Immersion program**, complete Step 6(b).

(a): **English Program**

- Select courses from all Subject Areas (English, Math, Science, Social Studies, Career Life, Electives and Alternates).
- Then select Alternate courses.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Gr 11 English Course				
Select...	Gr 11 Math Course				
Select...	Gr 11 Science Course(s)				
Select...	Gr 11 Social Studies				
Select...	Gr 11 Career Life Conn.				
Select...	Gr 11 Elective Courses				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Gr 11 English Alternate				
Select...	Gr 11 Alternate Course				

Notes for counsellor

Post Last posted time: Approved time:

(b): **French Immersion Program**

- Select courses from all Subject Areas (French Immersion, English, Math, Science and Elective Courses)
- Then select alternate courses.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Gr 11 French Immersion	FFRAL11-S FSCH-11-S	FRIM: FRANÇAIS LANGUE SECONDE-IMMERSION 11 FRIM: SCIENCES HUMAINES 11	N N	4.0 4.0
Select...	Gr 11 English Course				
Select...	Gr 11 Math Course				
Select...	Gr 11 Science Course(s)				
Select...	Gr 11 Career Life Conn.				
Select...	Gr 11 Elective Courses				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Gr 11 English Alternate				
Select...	Gr 11 Alternate Course				

Notes for counsellor

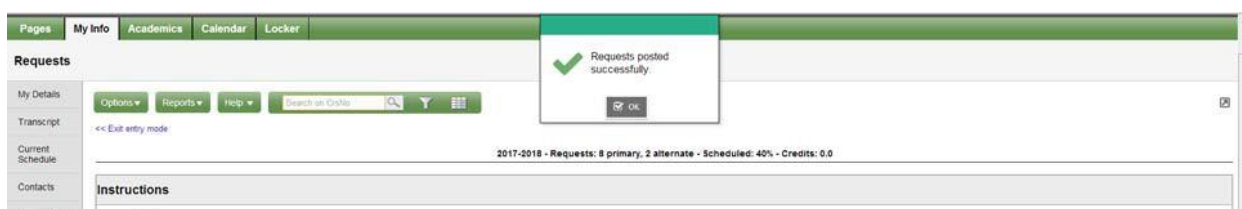
Post Last posted time: Approved time:

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.