GRADE 9 INSTRUCTIONS FOR ON-LINE STUDENT COURSE REQUESTS

** Note: It is expected that you have your courses entered by Friday, March 4, 2022.
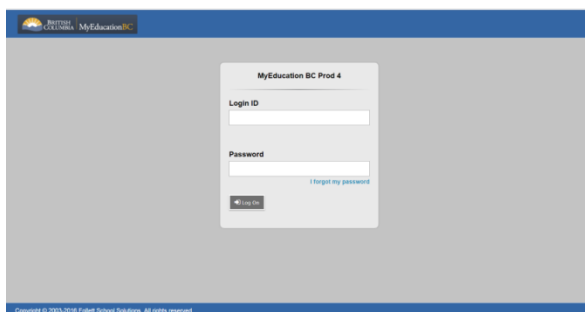**Student access to MyEdBC will be shut off after Monday.**

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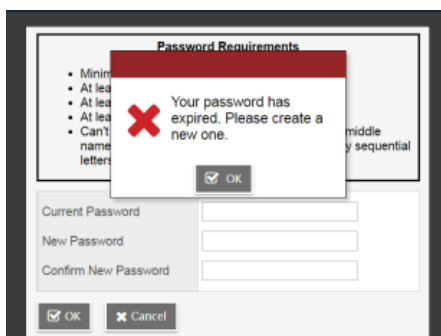
If you are logging in for the first time or after a password reset:

Step 1: Go to the following address:
www.myeducation.gov.bc.ca/aspen/logon.do

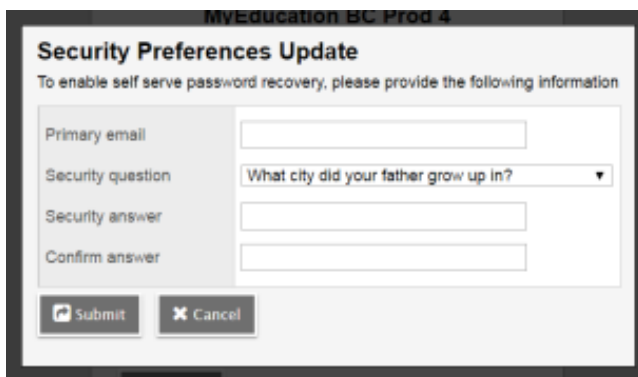**Step 2:** Enter the Login and Password (case sensitive) from the label on your course selection sheet and click on **"<Log On>"**.

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)

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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
  - ✓ Academic REQUIRED courses English 9, Social Studies 9, Science 9 & P.E. 9 have already been selected for you.
- Select Math courses and Elective courses.
- Then select alternate courses.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Gr 9 Academic Courses	MEN--09--Y	ENGLISH LANGUAGE ARTS 9	N	0.0
		MPHE--09--Y	PHYSICAL AND HEALTH EDUCATION 9	N	0.0
		MSC--09--Y	SCIENCE 9	N	0.0
		MSS--09--Y	SOCIAL STUDIES 9	N	0.0
Select...	Gr 9 Math Courses				
Select...	Gr 9 Elective Courses				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Gr 9 Alternate Courses				

Notes for counsellor

    (b):   **French Immersion Program**
- Select courses from all Subject Areas
  - ✓ Academic REQUIRED courses English 9, FRIM Humanities 9, FRIM Sciences 9 & FRIM Education Physique et Sante 9 have already been selected for you.
- Select Math courses and Elective courses.
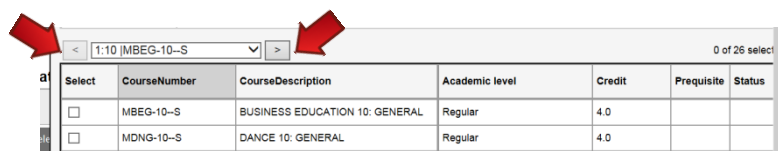- Then select alternate courses.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Gr 9 French Immersion	MEN--09--Y	ENGLISH LANGUAGE ARTS 9	N	0.0
		XLDCA09--F	FRIM: HUMANITIES 9	N	0.0
		FSCF--09--Y	FRIM: SCIENCES 9	N	0.0
		FEPSF09--Y	FRIM: EDUCATION PHYSIQUE ET SANTE 9	N	0.0
Select...	Gr 9 Math Courses				
Select...	Gr 9 Elective Courses				

Alternate requests

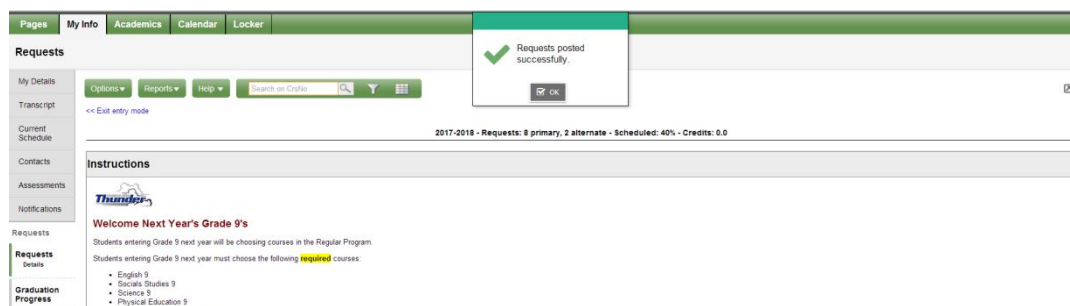|	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Gr 9 Alternate Courses				

Notes for counsellor

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.

<	1:10	MBEG-10--S	>				0 of 26 select

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
☐	MBEG-10--S	BUSINESS EDUCATION 10: GENERAL	Regular	4.0		
☐	MDNG-10--S	DANCE 10: GENERAL	Regular	4.0		

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   🔲 Log Off   located at the top RH corner of your screen to end your session.