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 '<u>password requirements</u>' outlined.
You will need to re-enter your current password AND enter your <u>NEW password twice</u>.

	Password Requirements	
Minim At lea At lea At lea At lea Can't name letters	Your password has expired. Please create a new one.	middle y sequential
Current Password		
Confirm New Passwor	d	
G OK Cance	el l	

IMPORTANT-PLEASE NOTE:						
Copy	your	USERN		and		
<mark>your</mark> l	NEW	PASSW	/ORD	and		
keep	it in	a safe	place	e 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>**.

MyEducation BC Prod 4						
Security Preferences Update						
To enable self serve password recovery, please provide the following information						
Primary email						
Security quantion	What situ did your father grow up in?					
Security question	What city did your lather grow up in 7					
Security answer						
Confirm answer						
🔁 Submit 🛛 🗶 Car	ncel					

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 <mark>English</mark> program, complete Step 6(a). If you're a student in the <mark>French Immersion</mark> program, complete Step 6(b).

(a): <u>English Program</u> • Select cou

- 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
		MEN-09-Y E		ENGLISH LANGUAGE ARTS 9		N	0.0
A salact	6	MPHE-09Y PHYSICAL AND HEALTH EDUCATION 9			N	0.0	
Gra Academic Courses	MSC-09-Y SCIENCE 9			N	0.0		
		MSS-09Y	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						

(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
		MEN09Y	ENGLISH LA	NGUAGE ARTS 9		N	0.0
A select	Gr 9 Eransh Immercian	XLDCA09-F	FRIM: HUMA	NITIES 9		N	0.0
G senect_	GI 5 Prench minieraturi	FSCF-09Y	FRIM: SCIEN	ICES 9		N	0.0
		FEPSF09Y	SF09Y FRIM: EDU		EDUCATION PHYSIQUE ET SANTE 9		0.0
👌 Select_	Gr 9 Math Courses						
👌 Select	Gr 9 Elective Courses						
Alternate requests							
	Subject area	SchoolCourse > CrsNo		SchoolCourse > Description Alter		rnate?	Credit
& Select_	Gr 9 Alternate Courses						
NOTES TOF COURSENOT							

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.

Pages M	yInfo Academics Calendar Locker		
Requests		Requests posted successfully.	
My Details	Options Reports Help V Search on CreNo 🔍 Y 🏢	67 ок	2
Transcript	<< Exit entry mode		1
Current Schedule	2017-2016	- Requests: 8 primary, 2 alternate - Sch	reduled: 40% - Credits: 0.0
Contacts	Instructions		
Assessments Notifications	Thundge- Welcome Next Year's Grade 9's		
Requests	Students entering Grade 9 next year will be choosing courses in the Regular Program.		
Requests Details Graduation Progress	Students entering Grade 9 nox1 year must choose the following negatived courses: English 9 Socials Studies 9 Science 9 Physical Education 9		

Step 9: Please click on the 'Log Off' icon session.

Please click on the 'Log Off' icon located at the top RH corner of your screen to end your