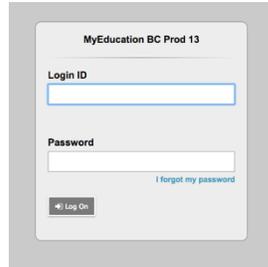


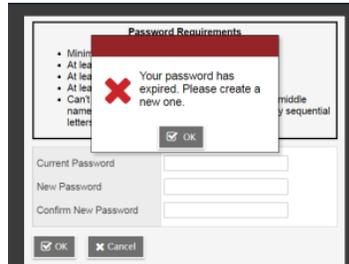
INSTRUCTIONS FOR ON-LINE STUDENT COURSE REQUESTS

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

Step 2: Enter the Login and Password (case sensitive) from the MyEd Reference sheet and click on “<Log On>”.



Step 3: A screen will pop up prompting you to enter your **new** password from the MyEd Reference sheet.

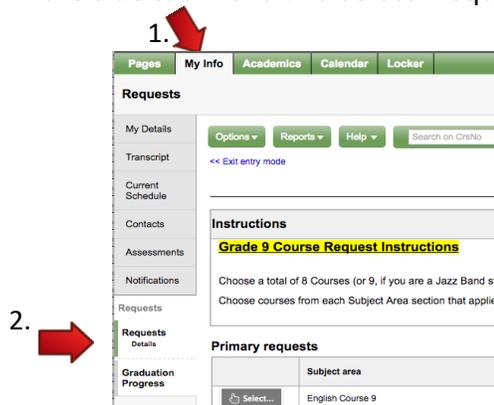


Step 4: In the next screen, enter a primary email address in the first box (one that you check). Then, elect a 'Security Question and Answer' that you will remember. Provide and confirm your answer. Click <Submit>.



Step 5: To enter your course requests, please follow the steps below:

1. Select 'My Info' from the Top Tabs
2. Scroll down the side tab menu and select 'Requests' (located at the very bottom of the menu)



Step 6:

Course Requests:

- Request courses from all Subject Areas. Some required courses will be pre-assigned for you, depending on your grade.
- Select two alternate requests. These are courses that may be assigned to you if you are unable to be scheduled in your first choices.
- If there is a course you do not see or if you have any other question for a counsellor, please write it down in the Notes for Counsellor section.

The screenshot shows a web form titled 'Requests' with a sidebar on the left labeled 'Graduation Progress'. The main form is divided into three sections: 'Primary requests', 'Alternate requests', and 'Notes for counsellor'. Each section contains a table with columns for 'Subject area', 'SchoolCourse > CrsNo', 'SchoolCourse > Description', 'Alternate?', and 'Credit'. The 'Primary requests' section lists several subject areas with 'Select...' buttons next to them. The 'Alternate requests' section has one row for 'Alternates - Grade 9'. The 'Notes for counsellor' section is a large text area. Red arrows point to the sidebar, the 'Select...' buttons, and the text area.

Step 7:

Note: most of the 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.

The screenshot shows a page for selecting elective courses. At the top, there is a table with 'Subject area' and 'Other Elective Course 9'. Below that is an 'Instructions' section with text: 'You may choose ONE additional elective from this list for a total of 8 courses. If you are a Band student, you may choose Jazz Band to have a total of 9 courses.' Below the instructions is a navigation bar with a left arrow, a dropdown menu showing '1:10 |MAE--09--S', a right arrow, and '0 of 13 selected'. Below the navigation bar is a table of elective courses with columns for 'Select', 'CourseNumber', 'CourseDescription', 'Academic level', 'Credit', and 'Prerequisite'. Red arrows point to the left and right navigation arrows.

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite
<input type="checkbox"/>	MAE--09--S	ART - ART 9		0.0	
<input type="checkbox"/>	MADGE09--S	ART - GLASS ART 9		0.0	
<input type="checkbox"/>	MVA--09CES	ART - VISUAL ARTS 9 CERAMICS	Regular	0.0	

Step 8:

Once you have finished selecting your courses, electives, and alternates, click on the "POST" button located at the bottom of the screen on the left-hand side. If you have not selected the correct number of courses, you will receive an "error" message.



Step 9:

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