## **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>".

MyEducation BC Prod 13			
Login ID			
Password			
	I format mu posturant		
	Torgot my password		
<ul> <li>Log On</li> </ul>			

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

Password Requirements	
• Minia • Al lea • Al lea • Al lea • Can't name letter	middle y sequential
Current Password New Password Confirm New Password	
Cancel	

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>**.

	Eddeddion Do'r rod 4
Security Preferen To enable self serve passw	ces Update ord recovery, please provide the following information
Primary email Security question Security answer Confirm answer	What city did your father grow up in?
Submit K Cance	

- 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 1.

<u>т.</u>						
Pages	My Info	Academics	Calendar	Locker		
Request	5					
My Details	Ор	tions <del>v</del> Repor	bs <del>v</del> Help <del>v</del>	Sear	ch on CrsNo	
Transcript	** E	xit entry mode				
Current Schedule						
Contacts	Ins	tructions				
Assessmer	ts G	rade 9 Cours	se Request	Instruct	ions	
Notification	s Cr	noose a total of 8	Courses (or 9,	if you are a	Jazz Band stud	
Requests	Cł	noose courses fro	m each Subje	ct Area sect	ion that applies	
Requests Details	Primary requests					
Graduation		:	Subject area			
		占 Select	English Course 9			
	Pages Request My Details Transcript Current Schedule Contacts Assessmer Notification Requests Requests Requests Graduation Progress	Pages My Info Requests My Details Opp Transcript << E Current Schedule Contacts Ins Assessments Cr Requests Requests Pri Graduation Progress	Pages My Info Academics Requests My Details Options  Report Cornent Schedule Contacts Assessments Notifications Requests Requests Graduation Progress My Info Academics Report Report Contacts Choose a total of 8 Choose a total a 1 Choose a	Pages My Info Academics Calendar Requests My Details Options • Reports • Help • <	Pages     My Info     Academics     Calendar     Locker       Requests     My Details     Options +     Reports +     Heip +     Event       My Details     Options +     Reports +     Heip +     Event       Transcript     <     Exit entry mode       Contacts     Instructions       Assessments     Octoose a total of 8 Courses (or 9, if you are a choose a total of 8 Courses (or 9, if you are a choose a total of 8 Courses from each Subject Area sect       Requests     Primary requests       Orduation     Subject area       Primary Equests     English Course 9	

## 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.

Requests Details	rimary requests						
Graduatio		Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit	
2	🗄 Select	English Course 9					
	🗄 Select	Social Studies Course 9					
	🗄 Select	Math Course 9					
	🗄 Select	Science Course 9					
	🗄 Select	PHE Course 9					
	🗄 Select	ADST Course 9					
	👌 Select	Other Elective Course 9					
	Alternate requ	ests					
		Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit	
	ڻ Select	Alternates - Grade 9					
	Notes for cour	nsellor					
	ł						
						le le	

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.

Subject are	a	Other Elective C	Course 9			
Instructions	3	You may choo If you are a Ba	se ONE additional elective from this lis and student, you may choose Jazz Ban	it for a total of 8 courses. Id to have a total of 9 courses.		
< 1:10	MAE09\$	s <b>\$</b>			0 0	f 13 selecte
Select	CourseN	umber	CourseDescription	Academic level	Credit	Prequisi
	MAE-09	S	ART - ART 9		0.0	
	MADGEO	)9S	ART - GLASS ART 9		0.0	
	MVA090	CES	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.