

# Online Course Requests Instructions

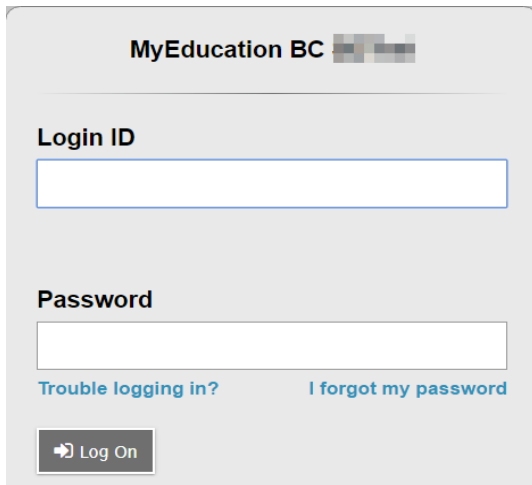
---

Go to the MyEdBC website: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

A Login ID and temporary password are required. These are on the label located on **page one** of this package.

**Login ID:**

**Password:**



MyEducation BC

Login ID

Password

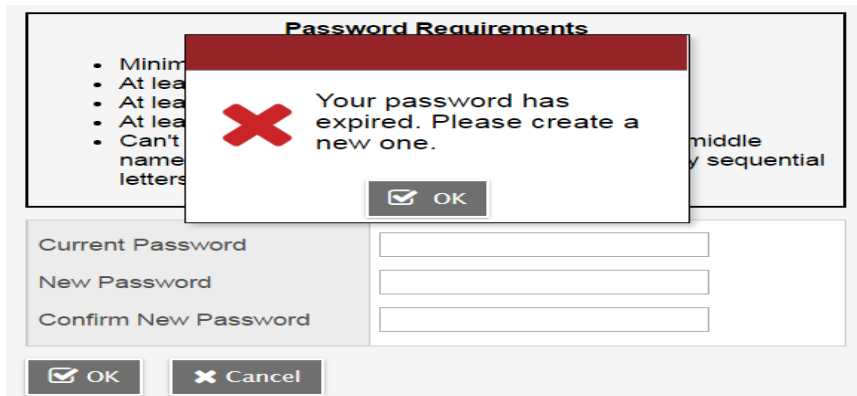
[Trouble logging in?](#) [I forgot my password](#)

Log On

You will be prompted to change your password. '**Current Password**' is the temporary Password you were provided. Enter a '**New Password**' and '**Confirm New Password**'. Password requirements are displayed behind the red warning message.

Example Password: Jan\$2017 (it has a symbol, numbers, upper and lower case letters and is only 8 characters)

Record your password here: \_\_\_\_\_  
**(take a picture of your password)**



Password Requirements

- Minimum
- At least
- At least
- At least
- Can't name letters

middle sequential

Your password has expired. Please create a new one.

OK

Current Password

New Password

Confirm New Password

OK Cancel

You will be prompted to enter your Security Preferences. Enter an email address in case you forget your password (**the system will default to your Surrey School District email – you can change it to the email address you use most frequently**).

Be sure to choose a security question and answer that you will remember.

**Security Preferences Update**  
To enable self serve password recovery, please provide the following information

Primary email: [redacted]@surreyschools.ca

Security question: [dropdown menu]

Security answer: [text input]

Confirm answer: [text input]

Submit Cancel

## Online Course Requests

When you log onto your MyEdBC Student Portal you are able to select Course Requests. To enter your course requests, first select the **My Info** top tab and then **Request** side tab. You will also see **Instructions** with some information.

It may be helpful to use the paper course selection sheet (back of page #1 of package) and the course selection book. It provides descriptions of all of the courses available to you at Lord Tweedsmuir.



The screenshot shows the MyEdBC Student Portal interface. At the top, there is a navigation bar with tabs: Home, My Info, Academics, Calendar, and Locker. The 'My Info' tab is selected and circled in red. Below the navigation bar, there is a 'Requests' section. On the left side, there is a sidebar menu with options: My Details, Transcript, Current Schedule, Contacts, Assessments, Notifications, Requests (circled in red), Graduation Progress, and Progress. The main content area displays 'Instructions' for course selection. It includes a welcome message for grade 10 students and lists required and elective courses. At the bottom, there is a table for 'Primary requests' with columns for Subject area, School/Course > CrsNo, School/Course > Description, Alternate?, and Credit.

**\*\* The screen shots are examples. In the “portal the courses will be applicable to your grade level.\*\***

## Primary Requests

Primary requests refer to your first choice course selections within each available Subject Area. To choose from a list of available requests (courses) click the **Select** button:

### Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
	Academic	MBI-12-S	SC: BIOLOGY 12	N	4.0
		MEN-12-S	EN: ENGLISH 12	N	4.0
		MFOM-12-S	MA: FOUNDATIONS OF MATHEMATICS 12	N	4.0
		MGEO-12-S	SS: GEOGRAPHY 12	N	4.0
	Elective	MCAFT12-S	CAFETERIA TRAINING 12	N	4.0
		MCJ-12-S	CARPENTRY & JOINERY 12	N	4.0
		MDNC-12-S	FA: DANCE: CHOREOGRAPHY 12	N	4.0
		MFR-12-S	FRENCH 12	N	4.0

Be sure to read any additional instructions provided. There may be more than one page of requests available to choose from. Use the drop down menu and/or the forward and back arrows to move between pages of requests:

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite
<input type="checkbox"/>	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0	

0 of 23 selected

Select course requests by placing a check mark next to the course(s) you are selecting and click **OK**:

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	MCOM-12-S	EN: COMMUNICATIONS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MFOM-12-S	MA: FOUNDATIONS OF MATHEMATICS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MBI-12-S	SC: BIOLOGY 12	Regular	4.0		
<input type="checkbox"/>	MCH--12--S	SC: CHEMISTRY 12	Regular	4.0		
<input type="checkbox"/>	MPH--12--S	SC: PHYSICS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MGEO-12-S	SS: GEOGRAPHY 12	Regular	4.0		
<input type="checkbox"/>	MHI--12--S	SS: HISTORY 12	Regular	4.0		

4 of 8 selected

There may be more than one Subject Area to choose requests from. Repeat this process for each Subject Area you need to select Requests from.

## Alternate Requests

You must choose two Alternate elective courses.

When you click on the *Select* button you will notice an additional column titled *Alternate priority* which allows you to prioritize your course selections:

Subject area	Alternate						
Instructions	<a href="#">Select Alternate Courses</a> Further information can be provided here.						


< 1:10 |MAF--12--S > 2 of 22 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input checked="" type="checkbox"/>	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0			1
	MAT--12--S	AUTOMOTIVE TECHNOLOGY 12	Regular	4.0		Course in progress	0
	MCAFT12--S	CAFETERIA TRAINING 12	Regular	4.0		Course in progress	0
<input type="checkbox"/>	MCALC12--S	MA: CALCULUS 12	Regular	4.0			0
<input type="checkbox"/>	MCJ--12--S	CARPENTRY & JOINERY 12	Regular	4.0			0
<input type="checkbox"/>	MDFT-12--S	FA: MEDIA ARTS: FILM & TELEVISION 12	Regular	4.0			2
<input checked="" type="checkbox"/>	MDNC-12--S	FA: DANCE: CHOREOGRAPHY 12	Regular	4.0			0
<input type="checkbox"/>	MDNP-12--S	FA: DANCE: PERFORMANCE 12	Regular	4.0			0
<input type="checkbox"/>	MFDN-12--S	HE: FOODS AND NUTRITION 12	Regular	4.0			0
<input type="checkbox"/>	MFR--12--S	FRENCH 12	Regular	4.0			0

OK Cancel

## Posting

Once you have completed your course selection you must click the **Post** button at the bottom of the entry mode screen. You are able to re-post your course selections as long as the course selection window is open.


 Last posted time:    Approved time: