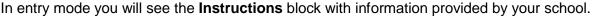
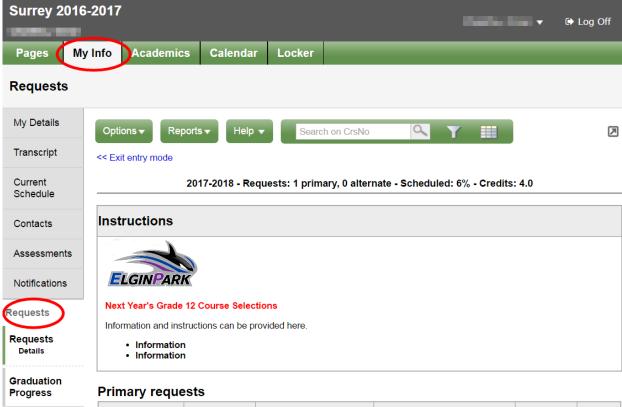
Online Course Requests Student Instructions 2019 – 2020

When you log onto your MyEdBC Student Portal, you will are able to select Course Requests by going to the **My Info** top tab > **Requests** side tab.

Requests are entered in 'Entry Mode' view which is the default view. You can use the blue hyperlinks of Entry mode >> and << Exit entry mode to toggle between the two views.





Primary Requests

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

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
	Academic	MBI12S	SC: BIOLOGY 12	N	4.0
& Selects		MEN-12S	EN: ENGLISH 12	N	4.0
		MFOM-12S	MA: FOUNDATIONS OF MATHEMATICS 12	N	4.0
		MGEO-12S	SS: GEOGRAPHY 12	N	4.0
& Select	Elective	MCAFT12-S	CAFETERIA TRAINING 12	N	4.0
		MCJ-12-S	CARPENTRY & JOINERY 12	N	4.0
		MDNC-12S	FA: DANCE: CHOREOGRAPHY 12	N	4.0
		MFR-12-S	FRENCH 12	N	4.0

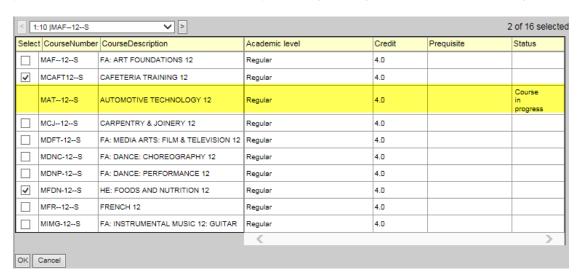
Be sure to read any additional instructions provided. There may be more than one page of requests available to choose from. Use the drop down menu and/or the forward and back arrows to move between pages of requests:



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

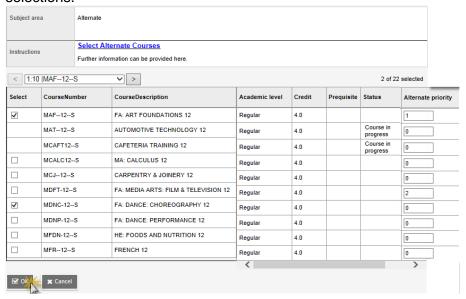
	4 of 8 sele									
Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status				
	MCOM-12S	EN: COMMUNICATIONS 12	Regular	4.0						
✓	MFOM-12S	MA: FOUNDATIONS OF MATHEMATICS 12	Regular	4.0						
✓	MBI12S	SC: BIOLOGY 12	Regular	4.0						
	MCH12S	SC: CHEMISTRY 12	Regular	4.0						
	MPH12S	SC: PHYSICS 12	Regular	4.0						
✓	MGEO-12S	SS: GEOGRAPHY 12	Regular	4.0						
	MHI12S	SS: HISTORY 12	Regular	4.0						
			<			>				
☑ ok	≭ Cancel									

If you are currently taking a course from the list there will be no check box available and the **Status** column will indicate *Course in progress*. If you need to request a course that you are currently taking, please see a counsellor to add this request for you as you are unable to add it yourself.



Alternate Requests

This section will appear underneath your Primary Requests. When you click on the **Select** button you will notice an additional column title **Alternate Priority** which allows you to prioritize your course selections.



Notes for Counsellor

This is the area where you can enter a note for your counsellor.



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.



If you have forgotten/lost your MyEd BC Portal password and need to have it reset, please email elginpark@surreyschools.ca

Type MyEd BC Portal Login in the subject line. In the body of the email, include your First and Last Name, Student #, and what issue you are having.