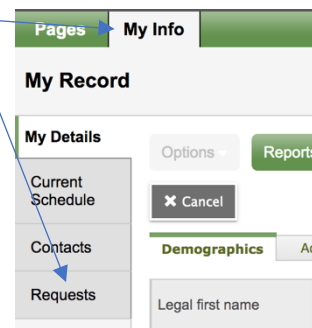


MyEducationBC Course Selection Instructions

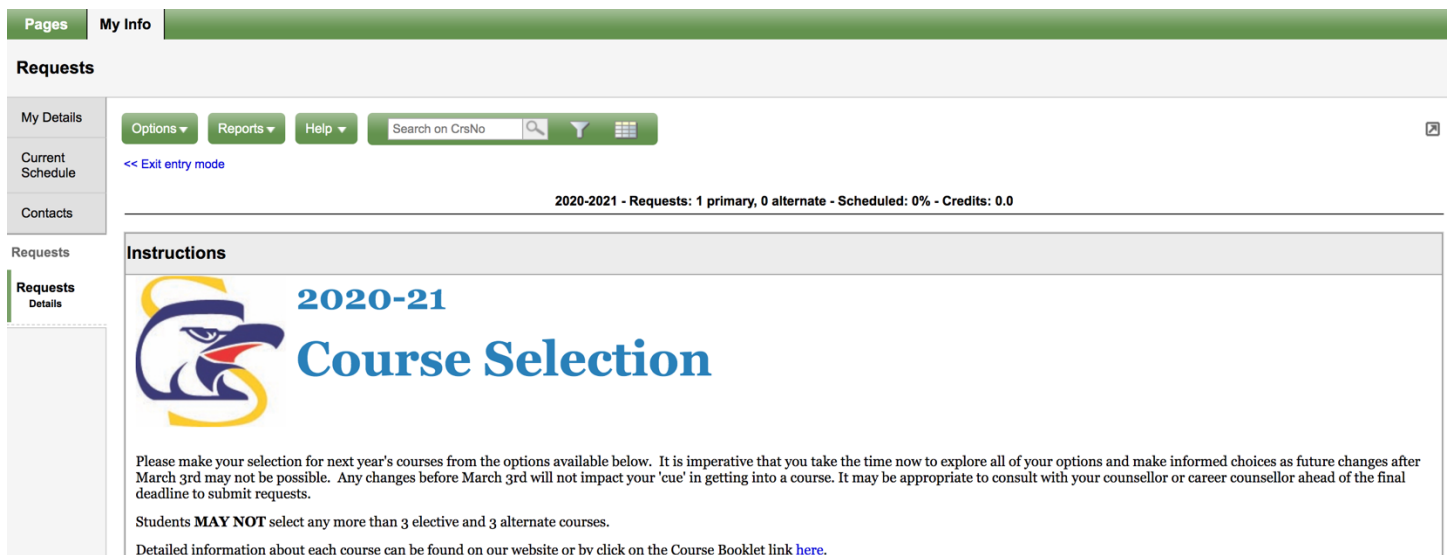
1. Log on to MyEducationBC via <https://myeducation.gov.bc.ca/aspen/logon.do>
2. Log in ID – recall that this is your **new pupil number** (on sticker provided)
3. Password – recall that this is the **new password** you created
 - Any issues? Request “I Forgot my Password” and a new password will be sent to the primary email address you registered. Perhaps your @deltalearns.ca account.

Now you are logged in:

1. Go to the “My Info” tab on the top then to the “Requests” tab on the left of the screen.



2. Your screen should look something like this.
 - Take a few moments to read over the instructions posted on this first page.
 - Note that there are links embedded in the instructions which lead to the course booklet and to the ministry graduation requirements (gr 10-12).

A screenshot of the MyEducationBC 'Requests' page. At the top, there are two tabs: 'Pages' and 'My Info'. Below the 'My Info' tab is a 'Requests' section. On the left side, there is a vertical menu with options: 'My Details', 'Current Schedule', 'Contacts', 'Requests', and 'Requests Details'. The 'Requests' option is selected. The main content area shows a search bar with 'Search on CrsNo' and a search icon. Below the search bar, there is a status bar: '2020-2021 - Requests: 1 primary, 0 alternate - Scheduled: 0% - Credits: 0.0'. The main content area is titled 'Instructions' and features the SEAQUAM logo and the text '2020-21 Course Selection'. Below the logo, there is a paragraph of text: 'Please make your selection for next year's courses from the options available below. It is imperative that you take the time now to explore all of your options and make informed choices as future changes after March 3rd may not be possible. Any changes before March 3rd will not impact your 'cue' in getting into a course. It may be appropriate to consult with your counsellor or career counsellor ahead of the final deadline to submit requests. Students **MAY NOT** select any more than 3 elective and 3 alternate courses. Detailed information about each course can be found on our website or by click on the Course Booklet link [here](#).'

- Select from the various tabs down the side for courses in each **category**. Each tab has instructions specific to those in that category. Ensure that you scroll through all the course options listed. There may be up to 3 or 4 screens to scroll through.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Required Courses	MSC-09	SCIENCE 9	N	0.0
Select...	Languages				
Select...	Electives				
Select...	Academies				
Select...	Student Services				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Alternates				

- After you've selected courses in each of the categories, ensure that you select "OK" at the bottom left of the screen.

MMU-09-OR
 MADMA09

- After you've completed all of the primary requests you will need to also select **Alternate Requests**. Select these just in case the courses you hoped to get are full. After selecting the course you must assign it a priority number (#1 is most preferred).

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input checked="" type="checkbox"/>	MADM-09JWL	ADST - Art Metal and Jewelry	Regular	0.0			1 <input type="text"/>
<input checked="" type="checkbox"/>	MDR-09MTH	FA - MUSICAL THEATRE 9 (X Block)	Regular	0.0			2 <input type="text"/>
<input checked="" type="checkbox"/>	MDR-09TCO	FA - THEATRE PRODUCTION (X Block)	Regular	0.0			3 <input type="text"/>
<input type="checkbox"/>	MDR-09	FA - DRAMA 9	Regular	0.0			0 <input type="text"/>
<input type="checkbox"/>	MVA-09	FA - PHOTOART 9	Regular	0.0			0 <input type="text"/>
<input type="checkbox"/>	MDR-09FVP	FA - FILM & VIDEO PRODUCTION 9	Regular	0.0			0 <input type="text"/>
<input type="checkbox"/>	MMU-09-CH	MUSIC 9: CHORAL MUSIC	Regular	0.0			0 <input type="text"/>
<input type="checkbox"/>	MMU-09-JB	MUSIC 9: JAZZ BAND	Regular	0.0			0 <input type="text"/>
<input type="checkbox"/>	MMU-09-OR	MUSIC 9: CONCERT BAND	Regular	0.0			0 <input type="text"/>
<input type="checkbox"/>	MADMA09	ADST - Media Arts (formerly Graphics 9)	Regular	0.0			0 <input type="text"/>

6. You can view all of your course selections in this screen to review with your parents, counsellor or teachers ahead of the March 2nd deadline. They will be locked after March 2nd.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Required Courses	MEN-09	ENGLISH LANGUAGE ARTS 9	N	0.0
		MMA-09	MATHEMATICS 9	N	0.0
		MPHE-09	PHYSICAL AND HEALTH EDUCATION 9	N	0.0
		MSC-09	SCIENCE 9	N	0.0
		MSS-09	SOCIAL STUDIES 9	N	0.0
Select...	Languages	MFR-09	FRENCH 9	N	0.0
Select...	Electives	MADM-09JWL	ADST - Metal and Jewelry	N	0.0
		MVA-09	VISUAL ARTS 9	N	0.0
Select...	Academies				
Select...	Student Services				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Alternates	MADD-09	ADST - Drafting	Y	0.0
		MADEM09	ADST - Entrepreneurship and Marketing	Y	0.0
		MADER09	ADST - Electronics and Robotics	Y	0.0

7. After you have completed selecting all of your courses, please ensure that you have not exceeded the number of **primary** and **alternate** courses recommended for your grade or graduation program.

2020-2021 - Requests: 8 primary, 3 alternate - Scheduled: 0% - Credits: 0.0

Instructions

8. Prior to completing your registration please ensure that you click “**POST**” at the bottom of the page in order to have your requests ‘posted’ to the system. This is a key final step!!



All details for course registration information can be found on the Seaquam.ca website or specifically at <https://se.deltasd.bc.ca/registration-course-planning/course-planning/>

If you have any questions or concerns please first see the Course Planning Booklet then see your grade counsellor.