

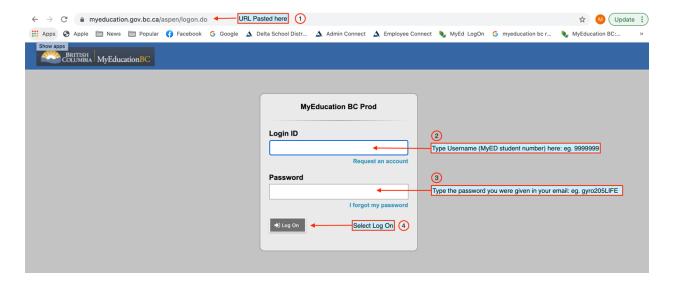
Course requests will be done in MyED BC. This document outlines the steps you will need to follow in order to complete the online course requests. The options offered will vary, depending on your grade but the process for selecting courses is the same.

#### **Logging Onto MyED BC**

Step 1: Log in to <a href="https://www.myeducation.gov.bc.ca/aspen">https://www.myeducation.gov.bc.ca/aspen</a> using the user name and password supplied.

Username: Pupil # found on your grade 8-11 GoCard Password:

Step 2: Click on the URL or copy and paste it into an internet browser. It should take you to a screen that looks like this:



- 1. URL Copied and pasted into the browser.
- 2. Type or copy and paste the Username from your email into here.
- 3. Type or copy and paste the password from your email into here.
- 4. Select the Log On button.



Step 3: You may be prompted to create a new password. The following screen will appear.

- 1. Select the OK button.
- 2. Type or copy and paste your initial password into the Current Password box.
- 3. Type your new password into the New Password box.
- 4. Re-type your new password into the Confirm New Password Box.

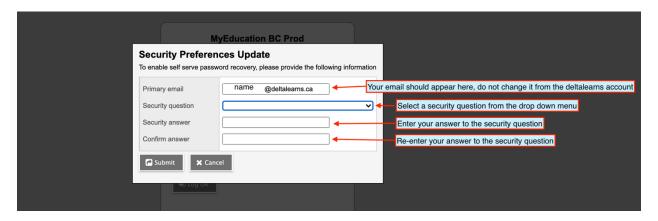


MyED BC has some specific rules regarding your new password:

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Once you have created your new password select OK.

Step 4: Select and answer the security question.



Select the submit button.



### **Completing the Course Requests**

Step 5: This is the landing page for MyED BC. Your name should appear in the top left hand corner, and it should appear in the top right hand corner.

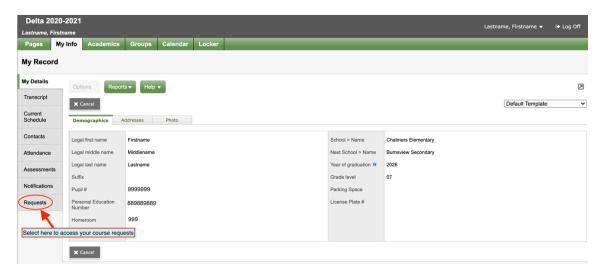


Next year, you will see your report cards published in the "Published Reports" box.

Step 6: Click on the My Info Top Tab underneath your name.

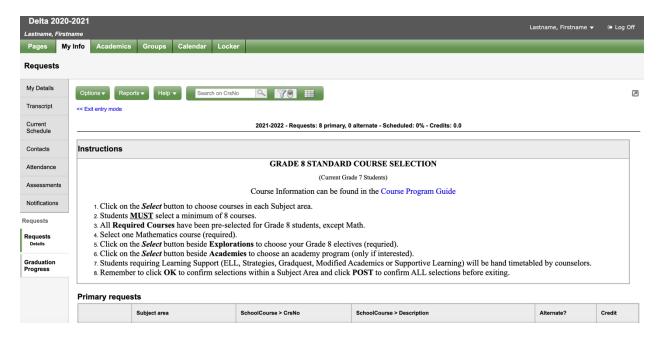


Step 7: Select the Requests side tab.

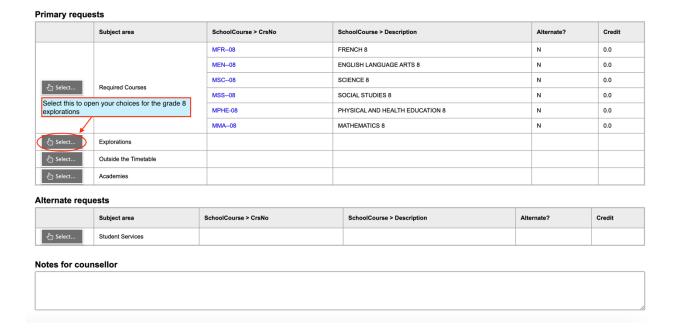




Step 8: Read through the instructions at the top of the page.

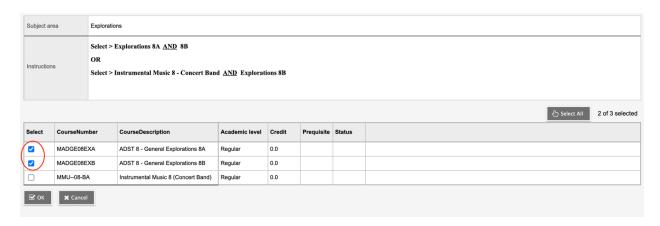


Step 9: Scroll down to the portion of the page where you can select your requests. Each school has set up the requests to meet their scheduling needs. In the sample below, your required courses are already selected for you. Click on the select button to open your choices.





Step 10: Select the courses by checking the box beside the course name. Select OK.



These courses you picked now will show up on the main request page.

Primary requests					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<b>ℰ</b> Select	Required Courses	MFR08	FRENCH 8	N	0.0
		MEN08	ENGLISH LANGUAGE ARTS 8	N	0.0
		MSC08	SCIENCE 8	N	0.0
		MSS08	SOCIAL STUDIES 8	N	0.0
		MPHE-08	PHYSICAL AND HEALTH EDUCATION 8	N	0.0
		MMA08	MATHEMATICS 8	N	0.0
ি Select	Explorations	MADGE08EXA	ADST 8 - General Explorations (Modules)	N	0.0
		MADGE08EXB	ADST 8 - General Explorations (Modules)	N	0.0
<b>⊕</b> Select	Outside the Timetable				
🗄 Select	Academies				
Alternate requ	ests				
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
🖰 Select	Student Services				

Please ensure that you scroll through or tab through **ALL** of the courses available to you in each subject area. In some grades there are over 40 courses to pick from. See image below.



Please ensure that your total **Requests # primary; # alternate** match the recommended total on the welcome screen. Nearly all students should **at least** have 8 primary and 3 alternate requests

#### 2021-2022 - Requests: 8 primary, 3 alternate

Once you are finished your course selections, you can press the POST button. If you forget to select the POST button, your requests will still be in the system but they will not get forwarded to build you a schedule for September.

