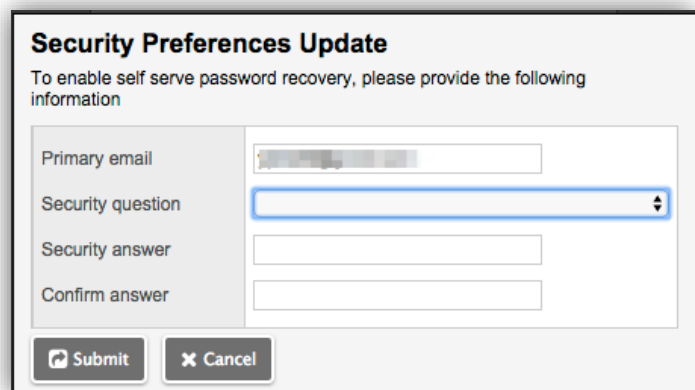## Student Course Selection-Log in

Website: https://www.myeducation.gov.bc.ca/aspen/logon.do
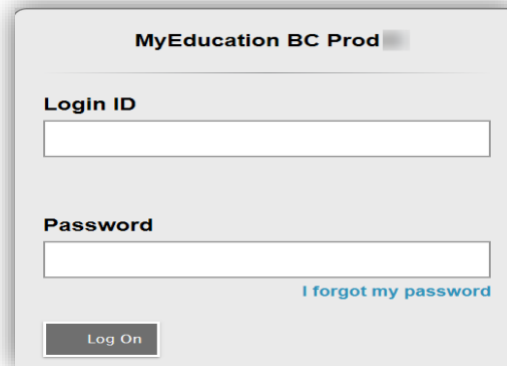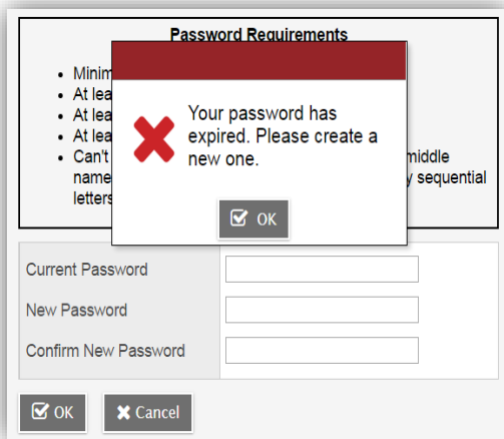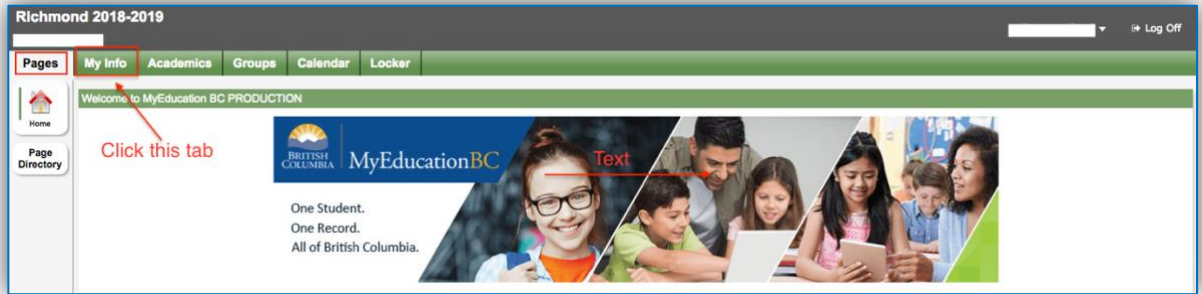
When you arrive at the home page you will see the log in window. Follow the directions below to complete the account activation:

☐ Enter your **Login ID** and **Password** (you should know your password already unless you are a new student, in which case a temporary password will be listed on your program planning sheet).

☐ *IF you are* prompted to, you may need 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.

☐ *IF* you need to, you can update your security settings (i.e., to update password, email or security question). Find your name in the top right corner, of the page and click on the arrow beside your name.

- Click on "Set Preferences"
- Select the "Security" Top Tab
- Update your "Primary Email" if needed
- Select and answer a "Security Question" and confirm this answer (if needed)

Password Requirements

- Minim...
- At lea...
- At lea...
- At lea...
- Can't... ...middle name... ...sequential letters...

Your password has expired. Please create a new one.

☑ OK

Current Password
New Password
Confirm New Password

☑ OK   ✗ Cancel

MyEducation BC Prod

Login ID

Password

I forgot my password

Log On

Security Preferences Update

To enable self serve password recovery, please provide the following information

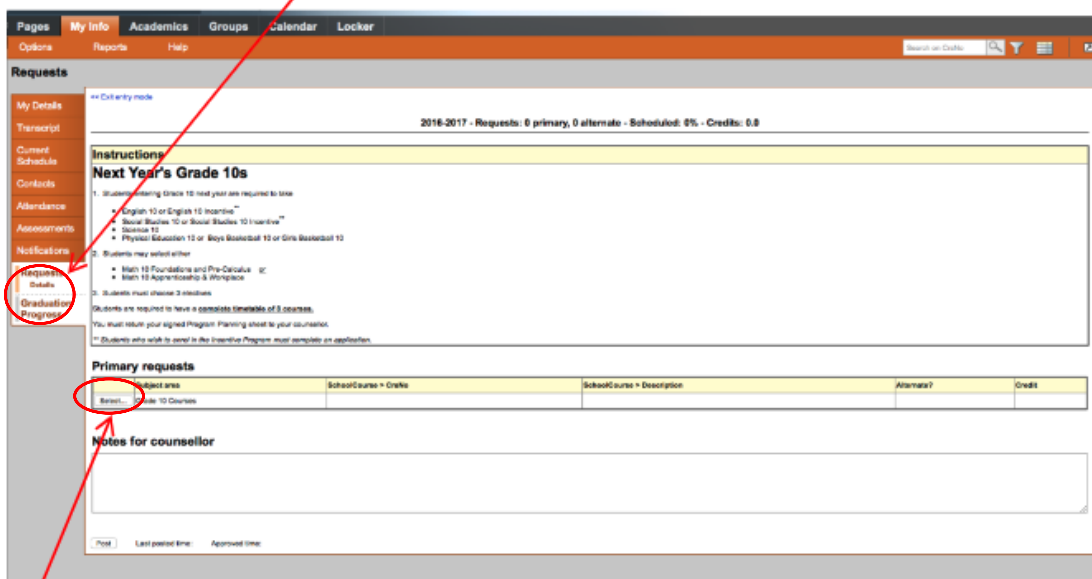|	
Primary email	
Security question	
Security answer	
Confirm answer	

🖫 Submit   ✗ Cancel

Student Course Selection-Select Courses

1. Click on the **My Info** Top Tab (TT).

2. Then go to the **Requests** Side Tab (ST). You will see the following screen with your 2023-2023 grade level that looks something like this following screen (this is a Grade 10 example):

This window has three different sections:

Instructions- Here you will find an overview of the courses and any notes regarding course selections for your grade. These will be similar to the instructions on your course planning sheet.

Requests- **Primary requests** are your course requests for the next school year (2023-2024). By clicking on the *Select* button on the bottom of your Instructions window you can view the course options for your grade level.

Notes for Counsellor- leave blank

3. Click on the **Select** button on the bottom of the instructions window. This will open a pop-up window that has the available course selections for your grade.

- Courses are sorted **alphabetically by department**
- You can scroll through the course options by using the tab at the top of the page

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
☐	YESFL0A	ELL 1A ENGLISH	Regular	4.0		

- You can sort your courses by description by clicking on the **Course Description** header
- You can scroll through the courses by using the "<" and ">" buttons.
- Select your course choices by clicking on the check box beside the course. When you are done click **OK**

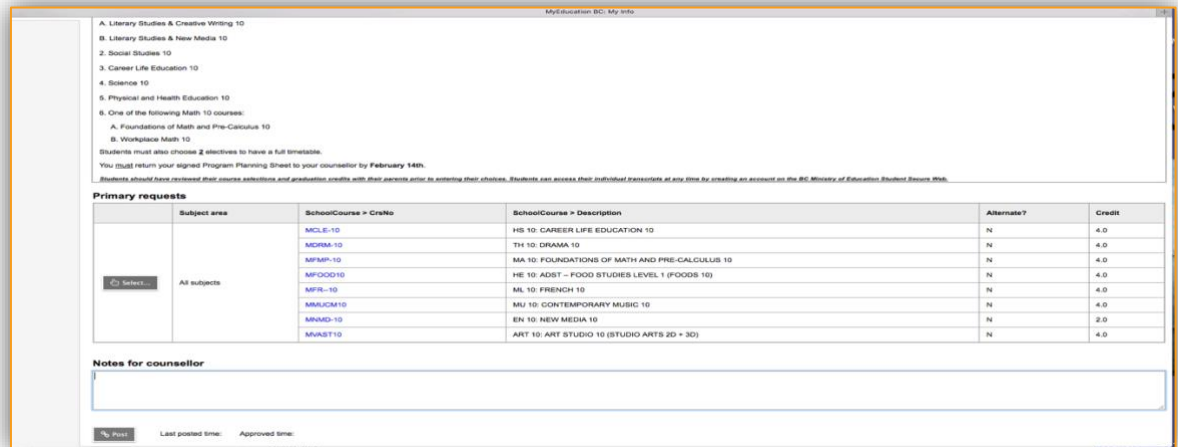| Subject area	
Instructions	**Attention: Next Year's Grade 9 Students** ***All students must be enrolled in a minimum of 8 courses Most students must select the following courses. Students who are enrolled in ELL classes will have some variations. Please refer to your personalized Program Planning sheet for more information. 1. English 9 (Humanites) 2. Social Studies 9 (Humanities)

0 of 29 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
☐	YESFL0A	ELL 1A ENGLISH	Regular	4.0		
☐	XLDCF09	ELL 1B SOCIAL STUDIES	Regular	0.0		
☐	XLDCF10	ELL 1C ACADEMIC WRITING	Regular	0.0		
☐	YESFL1A	ELL 2A ENGLISH	Regular	4.0		
☐	XLDCF12	ELL 2B SOCIAL STUDIES	Regular	0.0		
☐	XLDCG08	ELL 2C ACADEMIC WRITING	Regular	0.0		
☐	YESFL2A	ELL 3A ENGLISH	Regular	4.0		
☐	XLDCG10	ELL 3B SOCIAL STUDIES	Regular	0.0		
☐	XLDCG11	ELL 4 ENGLISH	Regular	0.0		
☐	MEN–09	EN 9: ENGLISH LANGUAGE ARTS 9 (HUMANITIES)	Regular	0.0		

☑ OK   ✖ Cancel

- When you are done click **OK.**
- **Remember, you must select 8 courses!**
- If you are going to be in Grade 12 next year, you may choose one (1) "Study" as a course – but this must be checked off on MyEd –it is listed as a course.

- When you have selected courses, you will see them in the **Primary Requests** window.

> **Note:** Carefully check your course requests before closing your browser. These are the requests that will be submitted as your course requests for next year.

- If you see an error, click the **Select** button again and make your corrections.
- When all of your course selections are correct hit the **POST** button on the bottom of the window.

> **Note:** Failure to **POST** your course selections will impact the course registration totals and may cause a course to be dropped due to lack of enrollment. Each time you make a change after posting, you must hit post again for the system to pick up the changes.

Please note that you can go back into this account at any time during the Course Selection timeline to make changes and re-post your selection (course selection window closes on Friday, March 3rd, 2023)

Please make sure that your selections in MyEd *match* the courses you selected on your Course Selection Sheet! If you make any changes in MyEd, make sure you also make those same changes on your paper program planning sheet.

Suggestion: Take a photo of your Program Planning Sheet prior to handing it in on Friday, March 1st.