

INSTRUCTIONS FOR ON-LINE STUDENT COURSE REQUESTS

Prior to this, if you've never used MYED before, you will be sent an email with your login ID and password.

It will look similar to this.

From: sysadmin@myeducation.gov.bc.ca <sysadmin@myeducation.gov.bc.ca>
Sent: May 20, 2020 1:16 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: A MyEducation user account has been created for you.

SD91 Security WARNING: This is an external email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

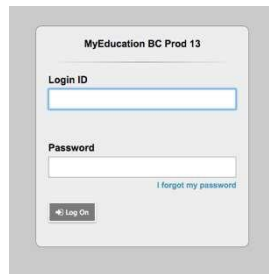
A MyEducation user account has been created for you:

Log in to <https://www.myeducation.gov.bc.ca/aspen> using the user name and password supplied.

Username: [REDACTED]
Password: [REDACTED]

Step 1: Go to: www.myeducation.gov.bc.ca/aspen/logon.do

Step 2: Enter the Login and Password (case sensitive) provided and click on **<Log On>**

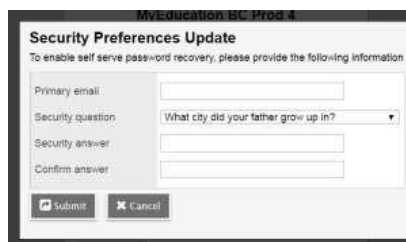


Step 3: A screen will pop up advising you the password is expired. The password you just used is your current password. To make a new password, see NOTE at the end.



Step 4: In the next screen, enter a primary email address in the first box (one that you check). Then, elect a 'Security Question and Answer' that you will remember. Provide and confirm your answer. Click **<Submit>**.

This step may not show up for you.



NOTE: New passwords have many restrictions. For an easy password, choose your favourite fruit or activity and spell with a capital letter; follow that with a \$, then 91. Your password must have 8 characters, so if you choose something like Kiwi, add zeros at the end.

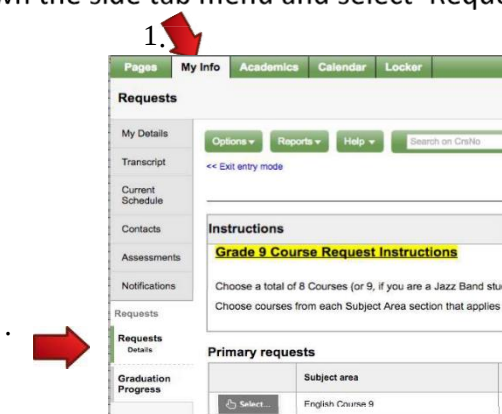
Example: Hockey\$91

Kiwi\$910

If you do not receive the email with your password, or forget it, please check your spam or junk folder for an email from sysadmin@myeducation.gov.bc.ca. If you still cannot find it, please contact our Help Desk for support. helpdesk@sd91.bc.ca

Step 5: To enter your course requests, please follow the steps below:

1. Select 'My Info' from the Top Tabs
2. Scroll down the side tab menu and select 'Requests' (located at the very bottom of the menu)



Step 6: Course Requests:

- Request courses from all Subject Areas. Some required courses will be pre-assigned for you, depending on your grade. **Select all the courses you plan to take next year.**
- Read the instructions at the top before making your selections. You may need to scroll.
- If there is a course you do not see or if you have any other question for a counsellor, please write it down in the Notes for Counsellor section.
- IN THE NOTES SECTION ENTER THE 3 OR 4 COURSE YOU WANT TO START IN SEPTEMBER.

A screenshot of the 'Course Requests' form. It features a table with columns for 'Subject area', 'English Course 9', and several empty columns for other courses. The first row has a 'Select...' button and 'English Course 9'. Below this, there are four rows for 'Science Course 9', 'PHE Course 9', 'ADST Course 9', and 'Other Elective Course 9', each with a 'Select...' button. At the bottom, there is a section titled 'Notes for counsellor' with a large text area. Two red arrows point to the 'Select...' buttons in the first two rows of the table.

Step 7: Note: most of the Electives are displayed on more than one page. Please click on RIGHT arrow to move to the next page(s) and LEFT arrow to go to previous page(s) as shown below.

Subject area	Other Elective Course 9
Instructions	You may choose ONE additional elective from this list for a total of 8 courses. If you are a Band student, you may choose Jazz Band to have a total of 9 courses.

Step 8: Once you have finished selecting your courses, electives, and alternates, click on the "POST" button located at the bottom of the screen on the left-hand side. If you have not selected the correct number of courses, you will receive an "error" message.

1:10 IMBE--09--S 0 of 13 selected				
Select	CourseNumber	CourseDescription	Academic level	Credit
☐	MADGE09-S	ART - GLASS ART 9		0.0
☐	MVA-08CES	ART - VISUAL ARTS 9 CERAMICS	Regular	0.0



Step 9: Please click on the 'Log Off' icon located at the top RH corner of your screen to end your session.