

# Instructions for Selecting Your Courses in MyEdBC

Website: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

1. Enter the login ID and password exactly as they are on your Program Planning Sheet (they are both case sensitive).
2. You will be prompted to change your password.  
Click on the “okay” button

Follow the prompts :

- enter the current password (the one on your Program Planning sheet)
- enter your new password

- must have 8 or more characters
- must have one capital letter and one lower case 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

- enter your new password again
- click “submit”

Follow the prompts “Security Preferences Update”:

- enter your email address
- select a security question
- provide the security answer
- enter the security answer again
- click “submit”

3. Click on the “My Info” top tab
4. Click on the “Requests” side tab

The screenshot shows the MyEdBC interface. At the top, there is a navigation bar with tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. The 'My Info' tab is selected. On the left side, there is a sidebar with various options: My Details, Transcript, Current Schedule, Contacts, Attendance, Assessments, Notifications, Requests, Details, and Graduation Progress. The 'Requests' option is selected in the sidebar. The main content area displays the 'Requests' page. At the top of this page, there is a search bar and a status bar indicating '2017-2018 - Requests: 5 primary, 0 alternate - Scheduled: 18% - Credits: 4.0'. Below this, there is an 'Instructions' section with a red heading 'Attention: Students entering Grade 9'. The instructions state that students are required to have a complete timetable of 8 courses and must register for specific required core courses: English 9, Social Studies 9, Science 9, and Physical Education 9. It also mentions that students must choose one (1) Math course (Math 9, Math Essentials 9, or Math Incentive 9) and choose electives from specific subject areas: Applied Skills (1 required), Fine & Performing Arts (1 required), and Languages. Below the instructions is a 'Primary requests' table with the following data:

Subject area	SchoolCourse > CrdNo	SchoolCourse > Description	Alternate?	Credit
Grade 9 Required	ENG-09	Grade 9 Course Selection - EN, SS, SC, PE	N	4.0
Incentive Courses	MATH-09	MA 9: MATHEMATICS INCENTIVE	N	0.0
Mathematics	MATH-09	MA 9: MATHEMATICS INCENTIVE	N	0.0
Applied Skills	MDFP-09	HEB: FOOD STUDIES	N	0.0
Fine and Performing Arts	MHL-09	MU 9: BEGINNER BAND	N	0.0
Languages	MFR-09	LANG 9: FRENCH	N	0.0
Out of Timetable Elective				

Below the table is a 'Notes for counsellor' section with a text input field. At the bottom of the page, there is a 'Post' button and a status bar showing 'Last posted: ' and 'Approved time: '.

You will see 3 Sections :

- Instructions (same as your Program Planning Sheet)
- Primary Requests
- Notes for Counsellor

Click the “select” button under Primary Requests.

5. There can be multiple pages of courses to select from. You can scroll through the courses by using the drop down list or “<” and “>” buttons.

Subject area: Electives

Instructions: Grade 10 students must have a total of **8 courses**. Use the toggle arrow or pull down menu to scroll through all elective choices.

0 of 27 selected

S	courseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	MINT-10	BE 10: INFORMATION TECHNOLOGY	Regular	4.0	
<input type="checkbox"/>	YBMO-0A	BE 9/10: KEYBOARDING	Regular	4.0	
<input type="checkbox"/>	MVAC-10	ART 10: CERAMICS AND SCULPTURE	Regular	4.0	
<input type="checkbox"/>	MVAG-10	ART 10: GENERAL	Regular	4.0	
<input type="checkbox"/>	MVAM-10	ART 10: MEDIA ARTS (PHOTO)	Regular	4.0	
<input type="checkbox"/>	MVAD-10	ART 10: VISUAL ARTS 2D	Regular	4.0	
<input type="checkbox"/>	MFDN-10	HE 10: FOOD STUDIES	Regular	4.0	
<input type="checkbox"/>	YHEC-0A	HE 10: TEXTILES ARTS AND CRAFTS	Regular	4.0	
<input type="checkbox"/>	MFR--10	LANG 10: FRENCH	Regular	4.0	
<input type="checkbox"/>	MJA--10	LANG 10: JAPANESE	Regular	4.0	

Buttons:  OK  Cancel

Select the courses you want by clicking on the box in the select column.

When you have selected all of your courses, click “ok”.

6. Your selected courses will now appear in the Primary Requests section.

Double check carefully to make sure your course selections are correct.

**Primary requests**

	Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Grade 9 Required				
<input type="button" value="Select..."/>	Incentive Courses				
<input type="button" value="Select..."/>	Mathematics				
<input type="button" value="Select..."/>	Applied Skills				
<input type="button" value="Select..."/>	Fine and Performing Arts				
<input type="button" value="Select..."/>	Languages				
<input type="button" value="Select..."/>	Out of Time/Out Elective				

**Notes for counsellor**

Last posted time: Approved time:

If you see an error, click the “select” button again and make your corrections

If the courses are correct, click the “post” button.