

INSTRUCTIONS FOR SELECTING YOUR COURSES IN MYED:

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). Please email burnett@sd38.bc.ca with your name and student # if you need help.

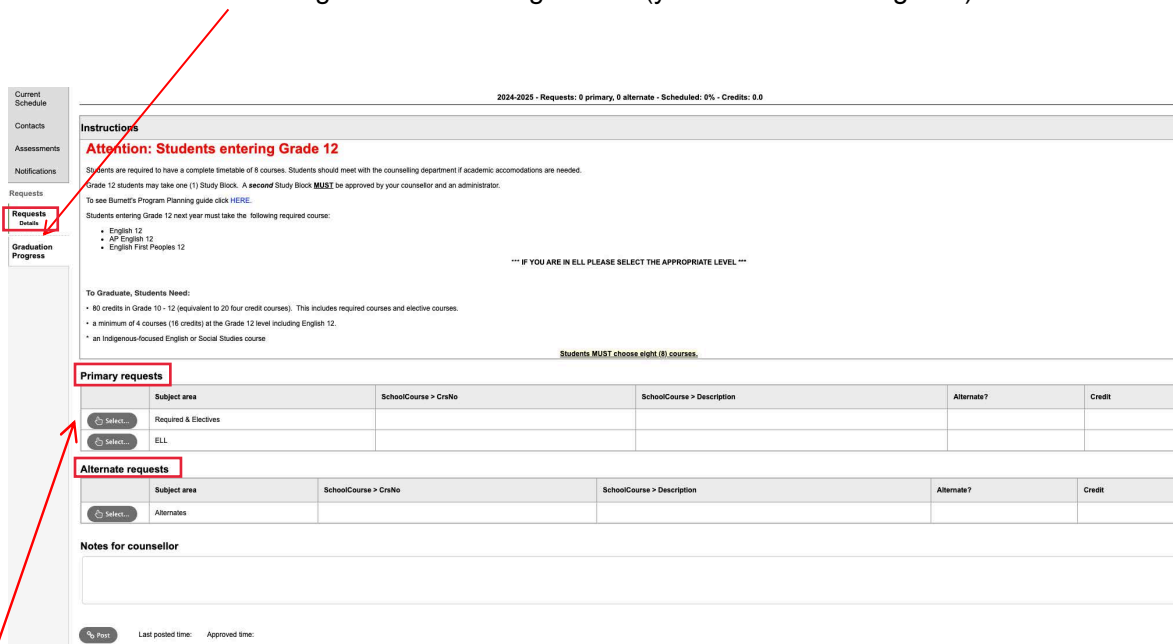
- IF** you are prompted to, you may need to change your password. ‘**Current Password**’ is the temporary Password you were provided. Enter a ‘**New Password**’ and ‘**Confirm New Password**’. Password requirements are displayed behind the red warning message.
- IF** you need to, you can update your security settings (ie. 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)

Student Course Selection-Select Courses

1. Click on the **MyInfo** Top Tab (TT).



2. Then go to the Requests Side Tab. You will see a screen with your 2024-2025 grade level that looks something like the following screen (your screen will be green):



This window has four 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 Program Planning template.

Primary Requests- These are your course requests for next school year (2024-2025). By clicking on the *Select* button on the bottom of your instructions window you can view the course options. Choose both your 'Required' and 'Elective' courses here.

Alternate Requests- These are the courses you want if your primary requests are not possible. It is better for you to choose alternate requests than for us to choose for you.

Notes for Counsellor- Enter your summer learning plans and/or any other information that you want the counsellors to know about your requests.

- 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 **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	Prerequisite	Status
<input type="checkbox"/>	YESFLOA	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.

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 (Humanities)
 2. Social Studies 9 (Humanities)

0 of 29 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	YESFLOA	ELL 1A ENGLISH	Regular	4.0		
<input type="checkbox"/>	XLDCF09	ELL 1B SOCIAL STUDIES	Regular	0.0		
<input type="checkbox"/>	XLDCF10	ELL 1C ACADEMIC WRITING	Regular	0.0		
<input type="checkbox"/>	YESFL1A	ELL 2A ENGLISH	Regular	4.0		
<input type="checkbox"/>	XLDCF12	ELL 2B SOCIAL STUDIES	Regular	0.0		
<input type="checkbox"/>	XLDCG08	ELL 2C ACADEMIC WRITING	Regular	0.0		
<input type="checkbox"/>	YESFL2A	ELL 3A ENGLISH	Regular	4.0		
<input type="checkbox"/>	XLDCG10	ELL 3B SOCIAL STUDIES	Regular	0.0		
<input type="checkbox"/>	XLDCG11	ELL 4 ENGLISH	Regular	0.0		
<input type="checkbox"/>	MEN-09	EN 9: ENGLISH LANGUAGE ARTS 9 (HUMANITIES)	Regular	0.0		

OK Cancel

Please rank your preferences

Subject area: Alternates

Instructions
ALTERNATE SELECTIONS:
 You must choose a minimum of 3 (and no more than 5) alternate courses.
Please rank your selected alternates in order of preference, with 1 being your first choice of alternate.
 These choices will be used if your original course requests are unable to be satisfied.

3 of 182 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	ASAD-12	ART: AP ART & DESIGN 12	Regular	4.0			0
<input type="checkbox"/>	MMAST10	ART: ART STUDIO 10	Regular	4.0			0
<input type="checkbox"/>	MMAST11	ART: ART STUDIO 11	Regular	4.0			0
<input checked="" type="checkbox"/>	MMAST12	ART: ART STUDIO 12	Regular	4.0			1
<input type="checkbox"/>	MMAFH10	ART: PHOTO/MEDIA ARTS & GRAPHICS 10	Regular	4.0			0
<input type="checkbox"/>	MMAFH11	ART: PHOTO/MEDIA ARTS & GRAPHICS 11	Regular	4.0			0
<input checked="" type="checkbox"/>	MMAFH12	ART: PHOTO/MEDIA ARTS & GRAPHICS 12	Regular	4.0			2
<input type="checkbox"/>	MVAD-10	ART: STUDIO ARTS 2D 10	Regular	4.0			0
<input type="checkbox"/>	MVAD-11	ART: STUDIO ARTS 2D 11	Regular	4.0			0
<input checked="" type="checkbox"/>	MVAD-12	ART: STUDIO ARTS 2D 12	Regular	4.0			3

OK Cancel

- When you are done click **OK**.
- **Remember, you must select 8 courses!**
- **If you are in Grade 12, 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 or Alternate Requests** window.

** Students who wish to enroll in the Incentive Program must complete an application.

Primary requests

Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
	MORG-10	TH: DRAMA 10	N	4.0
	MEN-10	EN: ENGLISH 10	N	4.0
	MFMP-10	MA: MATH 10 FOUNDATIONS AND PRE-CALC 10	N	4.0
Select...	MPE-10	PE: PHYSICAL EDUCATION 10	N	4.0
	MSC-10	SC: SCIENCE 10	N	4.0
	MSS-10	SS: SOCIAL STUDIES 10	N	4.0
	MTED-10	TE: CAD LEVEL 1	N	4.0
	MVAC-10	ART: CERAMICS AND SCULPTURE 10	N	4.0

Notes for counsellor

Last posted time: Approved time:

- If you see an error, click the **Select** button again and make your corrections.
- **IMPORTANT!** 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.

Please make sure that your selections in MyEd *are accurate*. These are the requests that will be used to build student schedules.

**Course Selection is Due MARCH 1
AT MIDNIGHT**