MyEducation BC Student Course Request Instructions

Planning for the 2023-2024 school year has begun and students are receiving course request forms during programming presentations from their grade counsellor. If you have not received one by **Feb 24**, please see your grade counsellor.

Once the MyEd portal is open and students have received their course programming sheets they can begin requesting courses for the 2023-2024 school year. Students will be ***entering their requests into MyEducation BC***. **The MyEd window for students to complete their course requests is open from 4 pm on February 5 to 3 pm on March 3, 2024.**

Step 1: Read up on the various course offerings. Information on all courses and programs is in the Course Programming Guide on our school website under Students, Course Programming: Course Programming Guide. Our Programming Guide has information on all our courses and School District programs. You can also find more information on our District programs on the NVSD Homepage.

Step 2: At home, discuss which courses your student would like to request next year. Please remember these are requests only; the school will attempt to satisfy every student's request, but there are many reasons why that may not be possible.

Some things to consider when requesting courses

1. Did I select all the required courses for graduation? (for Grade 10-12 students)
2. Am I interested in the course?
3. Will this course affect my plans for post-secondary education" (for Grade 11-12 students)
4. What is my back up plan? (alternate courses)

Step 3: Fill in the course request form with the appropriate course name and grade level (ex. Life Sciences 11). Course names can be found in the Course Programming Guide. A parent/guardian signature is required, so please complete steps 3 & 4 with at home.

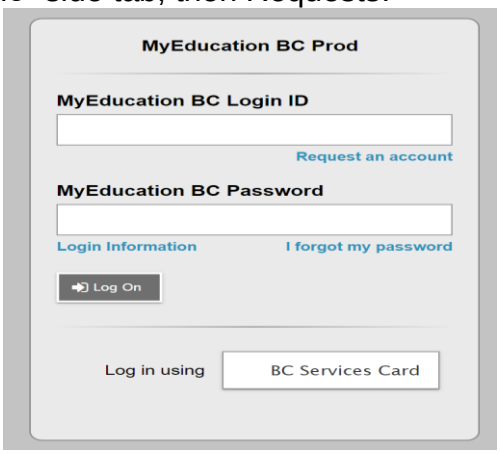
Step 4: Log into MyEducation BC: MyEd. Students will need to log into their own MyEducation BC account.

For Students:

1. Login to MyEd is username = pupil#nv (Pupil numbers are located on your student IDcard; your MyEd username is ***not*** your school system username; ex. 132456nv)
2. You will likely need to reset your password or do a password recovery if you have not accessed MyEd since the fall. If you have never accessed MyEd, you will need to search your NVSD email inbox for a password reset message.
3. If you have forgotten your password, click on the "I forgot my password" link on the sign in page. Enter your username (as above) and primary email. Your primary email is likely your school email (########s@sd44.ca) unless you changed it when you reset your MyEd password last year. Answer your recovery question that you set last time you were in MyEd.
4. If you still need help, come to the library, office, or see your counsellor to get a temporary, one-time use password.

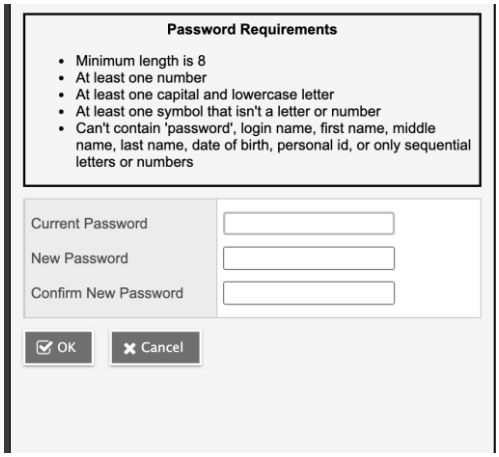
For Parents/Guardians:

1. Login to MyEd at https://myeducation.gov.bc.ca/aspen/logon.do (Note: if you have not accessed MyEd in the past 3 months, you are prompted to create a new password)
2. Click on the "Family" top tab
3. Click on the blue hyperlink for a particular student
4. Click on the "Schedule" side tab, then Requests.

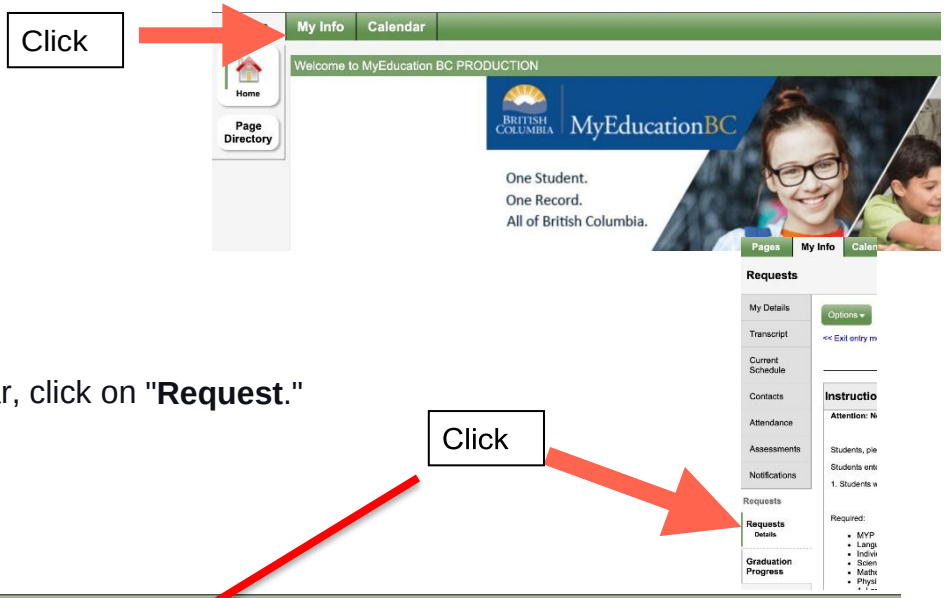


For Students as well as Parents/guardians. If you log into MyEd with your BC Services Card you will not have to reset your password every 90 days.

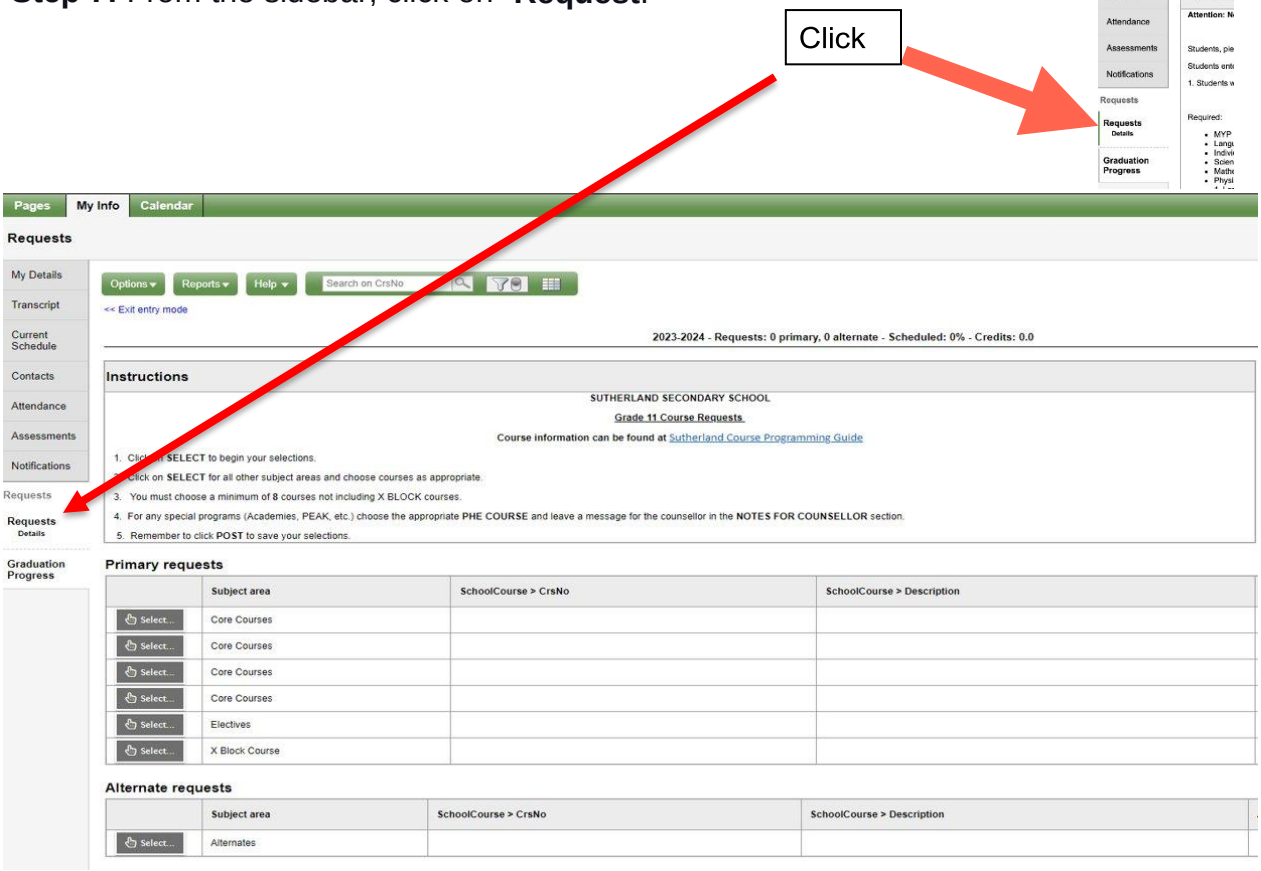
Step 5: You will be prompted to reset your password and enter a security question. When students first log in, they are asked to change their password and enter a new security question. The security question is required to retrieve login information if students forget their password.


Password Requirements
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
Current Password
New Password
Confirm New Password
OK
Cancel

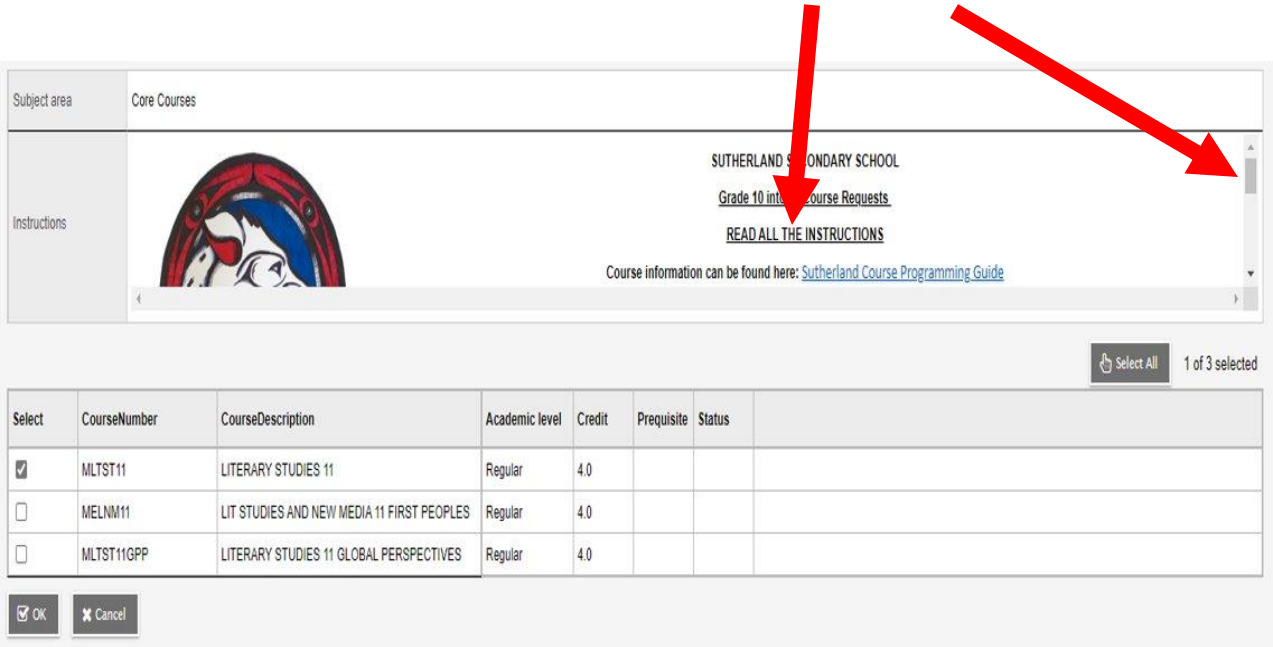
Step 6: Once you have logged in. You will be in the MyEducation BC Student portal. In the student portal, you can view daily attendance and report cards for the current school year. **To enter your course request** — click on "**My Info"** located on the top left-hand side.



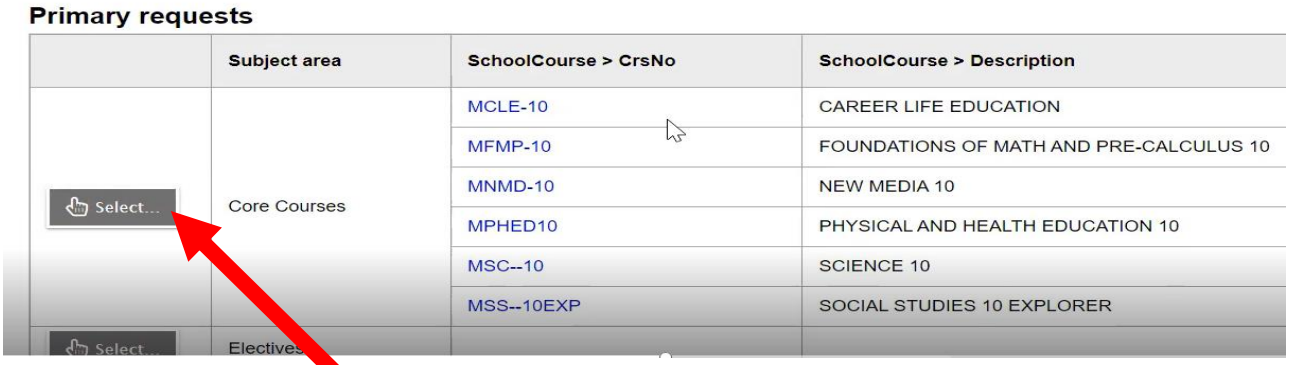
Step 7: From the sidebar, click on "**Request**."



Step 8: Follow the instruction in the main window box. The instructions are different for each grade. Use the scroll bar at the side to ***see all the instructions.***

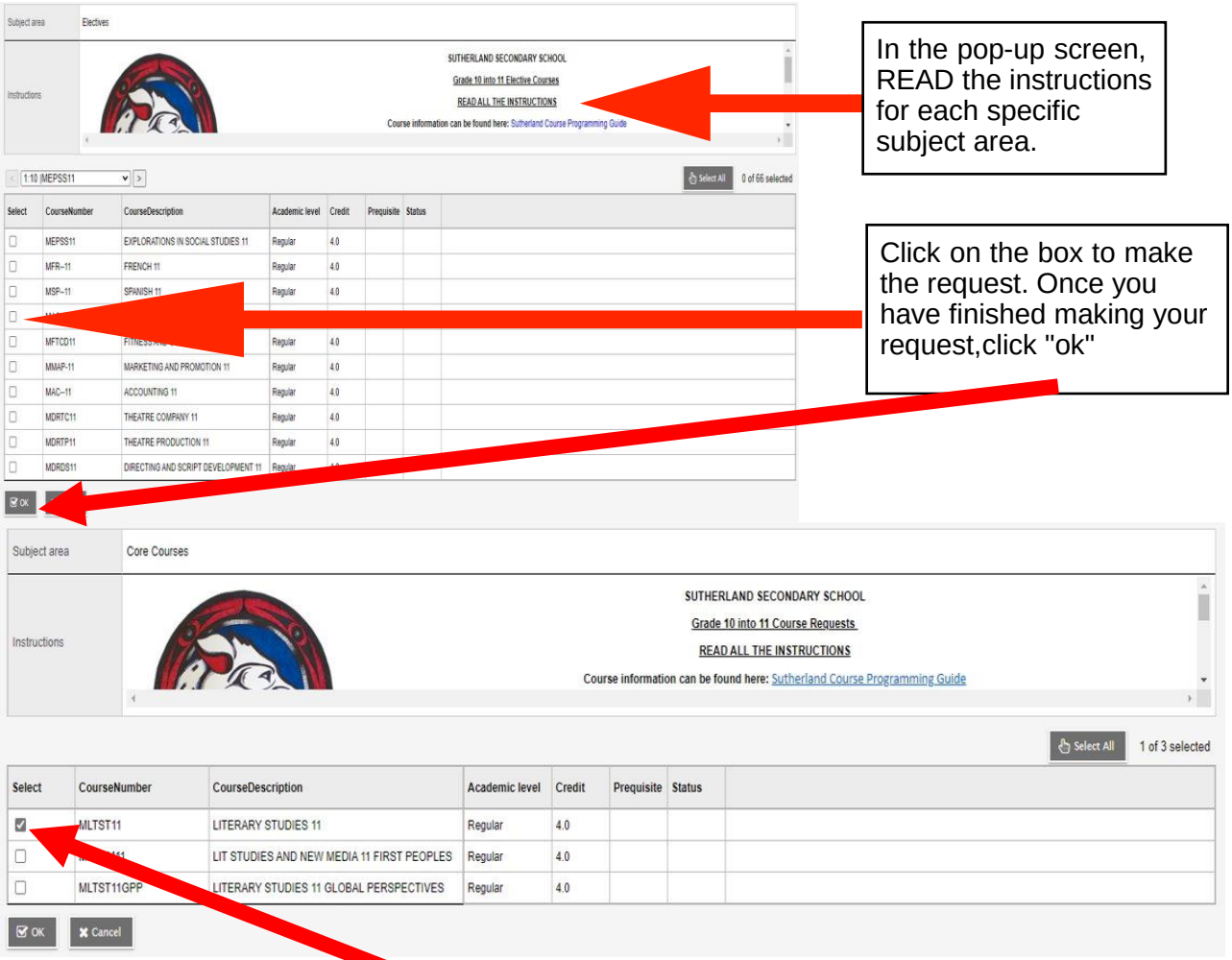


Step 9: Complete your course request by selecting the courses you would like for the next school year.
****Some of your courses may have been pre-selected for you as they are required by allstudents** - you will not be able to change those!**



When you click on

a pop up with possible choices within the subject area.

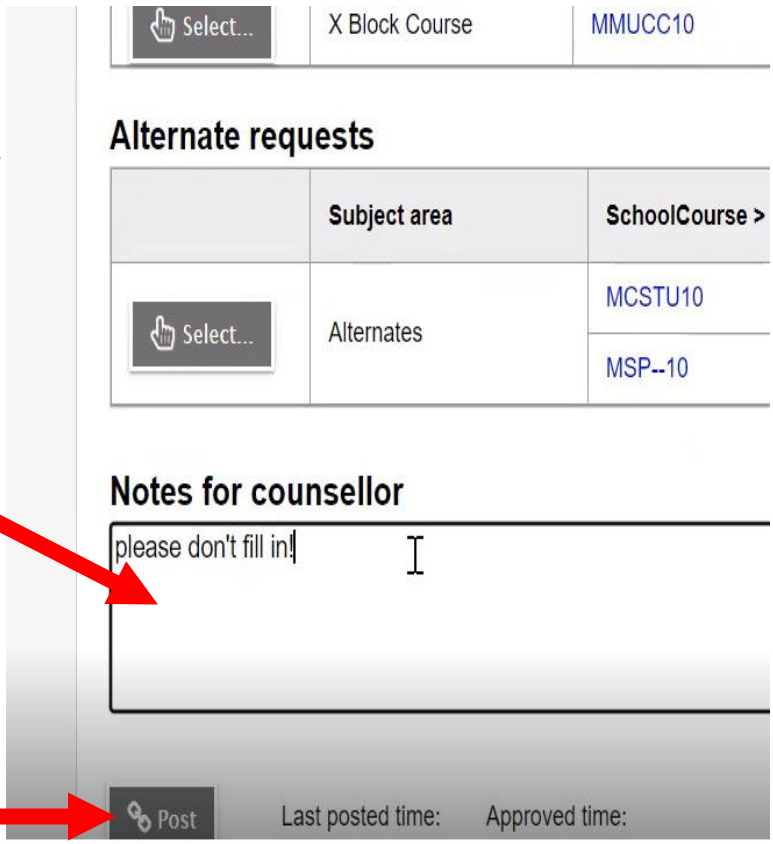


In the pop-up screen, READ the instructions for each specific subject area.

Click on the box to make the request. Once you have finished making your request,click "ok"

You know the course has been selected by the check mark in the tick box.

Step 10: When you have finished making your request in each of the subject areas. The final step is to post (save) your request.



Make sure you write any notes for your counsellor on your course request form. You may also leave a short note here for your counsellor.

To make your request final/ save. Click **"Post"**

Step 11: After your courses are entered, return your signed course programming sheet to the office by Friday, March 3rd.

After Spring Break, a Course Request verification will be distributed to confirm your requests.

The window for students to enter their course request in the MyEducation BC Portal is from 4pm on February 5th to 3pm on March 3rd.

All completed and signed course request forms must be returned to the main office by 3pm on March 4th.