Selecting Courses In MyEd (by student)

1. Login to MyEd https://myeducation.gov.bc.ca/aspen/logon.do
2. Enter your MyEd user ID (pupil # followed by nv ie. '233856nv'). Your pupil # is on your student ID
3. Enter your password;
   a. If you haven't used MyEd in a while, your password will likely have expired. *See below* for getting a new password
   b. if you have forgotten it, click on '*I forgot my password*' *See below* for more info)

Now you are in! Yeah!

A. Click on the "**My Info**" tab along the top of the screen
B. Click on the "**Requests**" side tab; check you are in Entry Mode
C. Read the general instructions then click on the first "**Select**" button
D. Use the information in the info boxes to choose your classes
E. You will need to select "Alternate requests" before leaving the site
F. When you are done selecting courses
   o Enter any comments for your counsellor as needed
   o Click on "Post"
G. Log out!!!!!

NOTE: **if you can't seem to see a course**, but it should be there to choose, **CLICK THE 'NEXT' ARROW** to see more items on the list of courses.
What if I do not remember my password? Do a password recover!
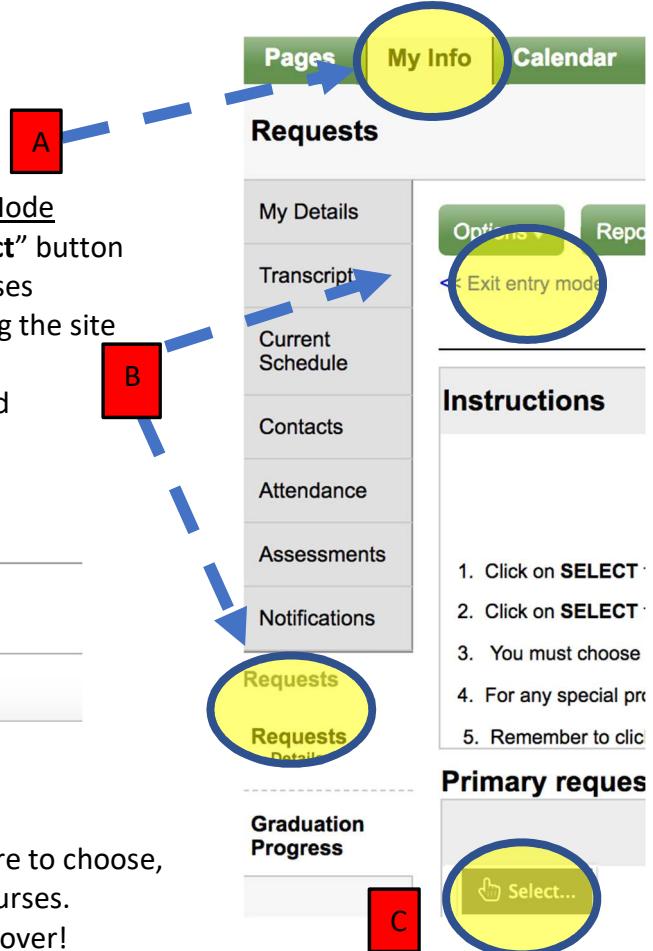
Select	CourseNumber	CourseDescription	Academic level	Credit	P
☐	MMU--09BCB	MUSIC 9 BEGINNERS CONCERT BAND	Regular	0.0	
☐	MMU--09-CB	MUSIC 9 CONCERT BAND	Regular	0.0	
☐	MMU--09-CC	MUSIC 9 CONCERT CHOIR	Regular	0.0	

Steps if your password has <u>expired</u> or you have <u>forgotten</u> your password

Your password has expired. Please create a new one.

☑ OK
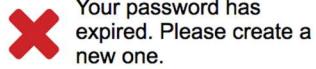
1. Enter your User ID. (ie. 123345nv)
   a. NOTE: all grade 8 students were sent an email to their school email account with their username, temp PW and instructions. Go into the NVSD portal (Mail)
2. If you recall your password enter it now. It may have expired and you will get a '*Password has expired*' pop-up. If you've forgotten your password, see 3. Below.
   a. click **OK and** Re-enter your expired password and then a new password. twice
      i. Passwords must have 8 characters, 1 upper case letter, 1 numeral and a symbol
      ii. An example of a suitable password is: Pipers#1 etc.
   b. You will be prompted to choose a security question and enter a response (choose something you will remember)
3. if you have completely forgotten your password, click on ***'I forgot my password'*** button and follow prompts
   a. Enter your email (your sd44 email ie. 1322456s@sd44.ca
   b. Answer your security question for password recovery
   c. Your one-time use temporary password will be sent to your <u>school email</u>; find it and follow the steps above from 2 onward