

## **MyEducation BC Student Course Request Instructions**

Planning for the 2023-2024 school year has begun and students should have already received their personalized course request programming form from their their counsellor. If you have not receive one by **Feb 10th**, 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 window for students to complete their course requests is from **9 pm on February 10th to 5 pm on February 21st, 2023.**

**Step 1:** Read up on the various course offerings. Information on all courses and programs may be found on our school [website](#). Our programming guide has information on all our courses and the various School District programs. You may also find more information on our district programs from the [NVSD website](#).

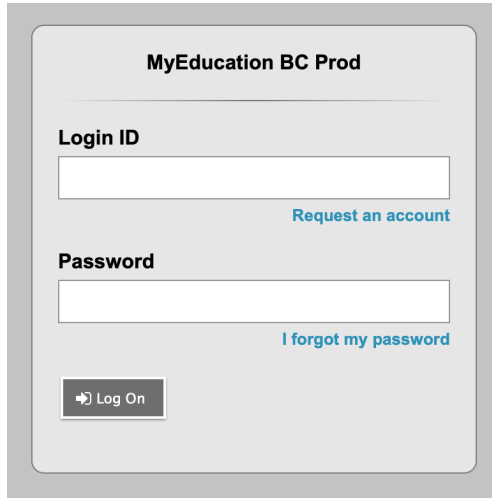
**Step 2:** As a family, discuss which courses your child would like to request next year. Please remember these are requests only; we will try our very best to satisfy every student's request, but there are many reasons why we may not be able to.

\*Some things to consider when requesting courses\*

1. Am I interested in the course?
2. Is this a required course for graduation? (for Grade 10-12 students)
3. Will this course affect my plans for post-secondary education" (for Grade 11-12 students)

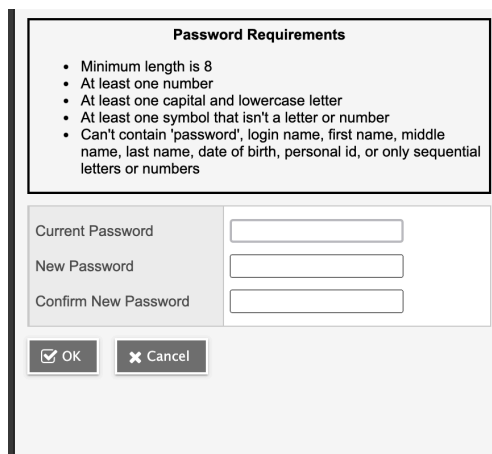
**Step 3:** Fill in the course request form with the appropriate course code information. Course codes can be found on the front and back of the course request sheets, depending on Grade. Parent/guardian signature is required, so please complete steps 3 & 4 with your parents.

**Step 4:** Log into MyEducation BC: [link](#). Students will need to log into their own MyEducation BC account. Student log in information and password are on the white sticker found on the course request sheet. All student passwords have been reset as on January 31st, 2023. Support for logging on to MyEducation BC can be found [here](#).



The image shows a login form titled "MyEducation BC Prod". It has two input fields: "Login ID" and "Password". To the right of the "Login ID" field is a blue link that says "Request an account". To the right of the "Password" field is a blue link that says "I forgot my password". At the bottom left of the form is a button with a right-pointing arrow and the text "Log On".

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



The image shows a dialog box titled "Password Requirements". It contains a list of requirements for a new password:

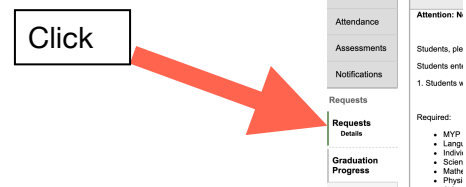
- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Below the list are three input fields labeled "Current Password", "New Password", and "Confirm New Password". At the bottom of the dialog box are two buttons: "OK" with a checkmark icon and "Cancel" with an X icon.

**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.

Instructions
<p><b>Attention: Next Year's Grade 10 Students</b></p> <p>Students, please enter your courses as they appear on your course selection sheet: these are the courses that have been authorized by your parents and will be reviewed by your counsellor.</p> <p>Students entering Grade 10 next year are required to have a minimum of 10 Courses.</p> <p>1. Students will select from the following (some of these courses will have already been selected for you as they are required by all students)</p> <p>Required:</p> <ul style="list-style-type: none"> <li>• MYP Personal Project 10</li> <li>• Language and Literature Year 5</li> <li>• Individuals and Societies Year 5</li> <li>• Sciences Year 5</li> <li>• Mathematics Year 5</li> <li>• Physical and Health Education Year 5 (PE, Dance, Fitness &amp; Conditioning)</li> <li>• 1 Language Course (French, Spanish, or Squamish)</li> <li>• 3 or 4 Electives in the timetable (The number of electives you choose will depend on whether you take guitar or concert band, which are full year courses. Applied Skills, Information Tec Arts courses are all half year/ half term courses).</li> <li>• Career Life Education 10 (will be added to your schedule automatically in Sep.).</li> </ul>

**Step 9:** Complete your course request by selecting the courses you would like for the next school year.

When you have completed and submitted your course selections, please return your course request sheet to the main office by Thursday, Nov. 1.


**Primary requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Other	YPA-0AIB	PERSONAL PROJECT YEAR 5	N	4.0
Select...	Careers	MCLE-10	CAREER LIFE EDUCATION	N	4.0
Select...	Language and Literature	MLTST10-IB	LANGUAGE AND LITERATURE YEAR 5: LITERARY STUDIES	N	2.0
Select...	Individuals and Societies	MSS-10IB	INDIVIDUALS AND SOCIETIES YEAR 5	N	4.0
Select...	Sciences	MSC-10IB	SCIENCES YEAR 5	N	4.0
Select...	Mathematics				
Select...	Language Acquisition				
Select...	PHE				
Select...	MYP Electives Year 5				
Select...	Off Timetable Courses				

**Notes for counsellor**

Post Last posted time: Approved time:

**\*\*Some of your courses have been pre-selected for you as they are required by all students\*\* - 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"

Select	CourseNumber	CourseDescription	Academic level	Cre
<input type="checkbox"/>	MWPM-10-IB	MATHEMATICS YEAR 5 - WORKPLACE MATHEMATICS	Regular	4.0
<input type="checkbox"/>	MFMP-10IB	MATHEMATICS YEAR 5 - FOUNDATIONS AND PRE-CALCULUS	Regular	4.0
<input type="checkbox"/>	MFMP-10IBE	MATHEMATICS YEAR 5-FOUNDATIONS & PRE-CALC ENRICHED	Regular	4.0

OK Cancel

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

You may leave a note for your counsellor

To make your request final/ save. Click "post"

#### Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
Select...	Other	YPA--0AIB	PERSONAL PROJECT YEAF
Select...	Careers	MCLE-10	CAREER LIFE EDUCATION
Select...	Language and Literature	MLTST10-IB	LANGUAGE AND LITERATUI
Select...	Individuals and Societies	MSS--10IB	INDIVIDUALS AND SOCIETI
Select...	Sciences	MSC--10IB	SCIENCES YEAR 5
Select...	Mathematics	MFMP-10IB	MATHEMATICS YEAR 5 - FC
Select...	Language Acquisition	MSP--10-IB	Language Acquisition Year 5 -
Select...	PHE	MPHED10DIB	PHYSICAL AND HEALTH ED
Select...	MYP Electives Year 5	MCSTU10-IB	DESIGN YEAR 5: INFO TECI
		MDRM-10-IB	ARTS YEAR 5: DRAMA
		MFOOD10-IB	DESIGN YEAR 5: ADST - FC
		MTXT-10IB2	DESIGN YEAR 5 - TEXTILES
Select...	Off Timetable Courses		

#### Notes for counsellor

Post Last posted time: Approved time:

**Step 11:** After your courses are entered, return your signed course programming sheet to the office by Wednesday, February 22nd.

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

**The window for students to enter their course request to the MyEducation BC Portal is from 9pm on February 10th to 5pm on February 21st.**

**All completed and signed course request forms must be returned to the main office by the end day on February 22nd.**