



ÉCOLE SECONDAIRE
HANDSWORTH
SECONDARY SCHOOL



February 6, 2025

Greetings Handsworth Grade 8 Parents and Guardians,

This is a reminder that students are about to begin their 2025-2026 Course Programming process and Course Request Entry for next school year at home.

ALL students will have their course request sheets, handed out directly after the Student Course Programming Presentations happening the week of February 10th-13th in the Theatre at 8:30am.

Mandatory Student Grade Assemblies: Tutorial Time February 7th- 10th

- Grade 8s entering Grade 9 February 10th in the Theatre 8:30am sharp
- Grade 9s entering Grade 10 February 11th in the Theatre 8:30am sharp
- Grade 10s entering Grade 11 February 12th in the Theatre 8:30am sharp
- Grade 11s entering Grade 12 February 13th in the Theatre 8:30am sharp

Please note that this sheet is specific to each student as it has login information for students to do course request entry at home through the MyEducation BC Student Portal. Instructions for how to work through the online course request entry are included below. *If a student does NOT pick up their Course Request Sheet, they should pick it up at or after lunch in the Main Office after their scheduled presentation.*

ALL students must return signed and completed Course Request Forms to the Main Office by March 3rd, 2025 – after entering their course requests into the MyEd Student Portal at home.

The MyEd window for students to complete their course requests is open from 5pm on February 14th, 2025, to 9pm on March 2nd 2025.

From now until March 3rd:

1. Please read up on the various course offerings in the 2025/2026 Course Programming Guide. Information on all courses and programs can be found on our school [Handsworth Website](#). Our programming guide has updated information on all our courses and various School District programs.
2. Discuss which courses you would like to request for next year with your parents/guardians. Please remember these are requests only. We will try our very best to satisfy every student request, but there are a number of reasons why we may not be able to offer a course to a student.

*Some things to consider when requesting courses

- a) What elective courses would I like to try?
 - b) Do I have a full course load? (8 classes for grade 8, 9, 10, 11)
 - c) Do I want to enroll in an Academy? Can I get there on my own?
3. Please ensure you fill in the course request sheet with the ALL information (write legibly) and all appropriate course code information. Course codes can be found on the back of the course request sheets. A parent/guardian signature is required, so please complete steps 1, 2, & 3 with your parent/guardian.

All completed and signed course request forms must be returned
to the Main Office by the end of day March 3rd 2025



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4. Use the MyEducation BC: [link](#) to work through course request entry. Students will need to log into their own MyEducation BC account. Student MyEd login information can be found on the white sticker found on the course request sheet.
5. Please follow the instructions included [here](#) to login to the Student MyEd account. The first step will be to reset your password if you have not yet logged into MyEd Student Portal this year.

MyEducation BC Prod

Login ID

[Request an account](#)

Password

[I forgot my password](#)

6. If you require password retrieval, please note that the PRIMARY EMAIL is the students Active Directory login. (This is listed on the white label on the course request sheet).
 7. Now that you're logged in, start entering Course Requests in MyEd. Detailed instructions are included below in this communication. Don't forget to POST your Course Requests.
 8. Lastly, make sure Course Request Sheets are completed with parent/guardian and then returned to the Main Office by March 3rd.
- * If you have difficulties with logging into MyEd prior to February 14th, please contact your grade counsellor or go to the library and ask for assistance.
 - * Students who are unable to do course request entry at home will have the opportunity to do this at school, with support, on March 5th to 7th. Completed Course Request Sheets MUST be handed in to the Main Office by March 3rd to get support with course request entry.

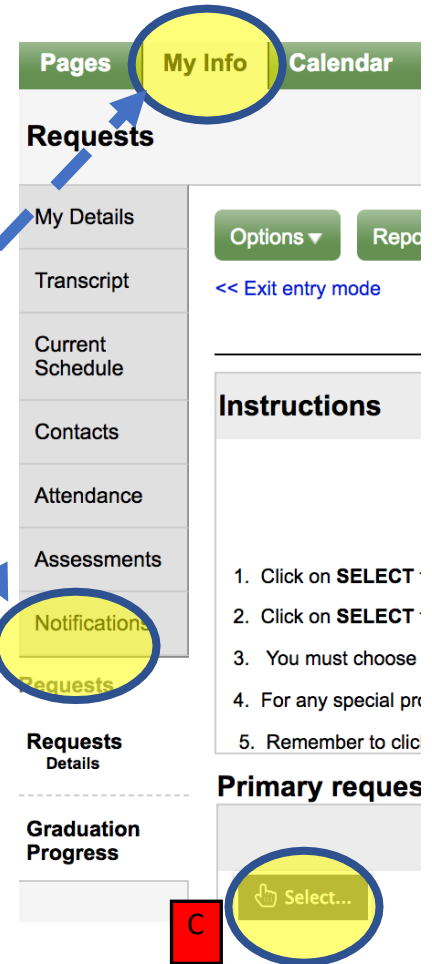
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Student Course Request Entry in MyEd

1. Login to MyEd www.myeducation.gov.bc.ca/aspen
2. Enter your user ID (pupil number followed by nv ex. '123564nv') and password - your user ID and is on the white sticker on your course sheet!
 - a. You may immediately get a **"Password has Expired"** pop-up; click OK
 - b. Re-enter your password and then create your new password
 - i. Passwords must have 8 characters, 1 upper case letter, 1 numeral and a symbol
 - c. You may be prompted to enter an 'Email' for password recovery. Your email will be your SD44 email (ex. 012345s@sd44.ca)
 - d. You may be prompted to choose a security question and enter a response (choose something you will remember)
3. Please see next page for more specific password reset instructions.

Now you are in and can do the following...

- 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 your sheet to choose the correct courses
- E. Select your alternate courses in "Alternates" section only
- F. When you are done selecting courses Click on **"Post"**
- G. **Log out!**
- H. **Return Signed/Completed Course Request Sheet to Office by March 3rd**



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.

1:30 MMU--09BCB					
Select	CourseNumber	CourseDescription	Academic level	Credit	Pi
<input type="checkbox"/>	MMU--09BCB	MUSIC 9 BEGINNERS CONCERT BAND	Regular	0.0	
<input type="checkbox"/>	MMU--09-CB	MUSIC 9 CONCERT BAND	Regular	0.0	
<input type="checkbox"/>	MMU--09-CC	MUSIC 9 CONCERT CHOIR	Regular	0.0	

*Put courses in priority order on Course Request Sheet – but in MyEd, courses will appear in alphabetical order.