

# Student Course Request Entry in MyEd

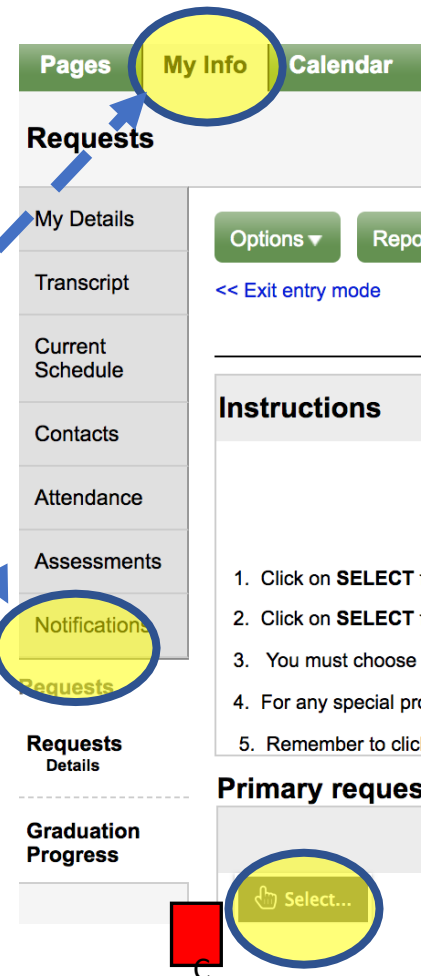
1. Login to MyEd [www.myeducation.gov.bc.ca/aspen](http://www.myeducation.gov.bc.ca/aspen)
2. Enter your user ID (pupil number followed by nv ex. '123564nv') and password - your user ID and is on the white sticker on your course sheet!
  - a. You may immediately get a **"Password has Expired"** pop-up; 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. When you are done selecting courses
  - o Enter any comments for your counsellor as needed
  - o Click on **"Post"**
- F. Do **NOT** include alternate courses in MyEd entry (only primary)
- G. **Log out!**
- H. **Return Signed/Completed Course Request Sheet to Office by February 23rd**

Notes for counsellor

 Last posted time: Approved time:



The screenshot shows the MyEd interface. At the top, there are tabs: Pages, My Info (highlighted with a blue circle and arrow A), and Calendar. On the left, there is a sidebar with tabs: Requests (highlighted with a blue circle and arrow B), My Details, Transcript, Current Schedule, Contacts, Attendance, and Assessments. On the right, there is a section for Instructions and Primary requests. The Primary requests section has a button labeled 'Select...' (highlighted with a blue circle and arrow C). Below the Primary requests section, there is a section for Graduation Progress.

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.