

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. 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:

Pages My Info Calendar

Requests

- My Details
- Transcript
- Current Schedule
- Contacts
- Attendance
- Assessments
- Notifications
- Requests

Options ▾ Repo

<< Exit entry mode

Instructions

1. Click on **SELECT**
2. Click on **SELECT**
3. You must choose
4. For any special pr
5. Remember to clic

Primary requests

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.

Select	CourseNumber	CourseDescription	Academic level	Credit	Pr
<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.