

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

Planning for the 2026-2027 school year has begun and students are receiving course planning forms during programming presentations from their grade counsellor. If you have not received one by **Feb 7**, please see your grade counsellor.

Once the MyEd portal is open and students have received their course request planning form they can begin requesting courses for the 2025-2026 school year. Students will be **entering their requests into MyEducation BC**. The MyEd window for students to complete their course requests is open from **4 pm on February 5 to 3 pm on March 4, 2025**.

**Step 1:** Read up on the various course offerings. Information on all courses and programs is in the Course Programming Guide on our school website under Students, Course Programming [Seycove Course Programming Information](#) Our Programming Guide has information on all our courses and School District programs. You can also find more information on our District programs on the [NVSD Homepage](#).

**Step 2:** At home, discuss which courses your student would like to request next year. Please remember these are requests only; the school will attempt to satisfy every student's request, but there are many reasons why that may not be possible.

\*Some things to consider when requesting courses\*

1. Did I select all the required courses for graduation? (for Grade 10-12 students)
2. Am I interested in the course?
3. Will this course affect my plans for post-secondary education" (for Grade 11-12 students)
4. What is my back up plan? (alternate courses)

**Step 3:** Fill in the course request form with the appropriate course name and grade level (ex. Life Sciences 11). Course names can be found in the Course Programming Guide. A parent/guardian signature is required, so please complete steps 3 & 4 with at home.

**Step 4:** Log into MyEducation BC: [MyEd](#). Students will need to log into their own MyEducation BC account.

**For Students:**

1. Login to MyEd is username = pupil#nv (Pupil numbers are located on your student IDcard; your MyEd username is **not** your school system username; ex. 132456nv)
2. You will likely need to reset your password or do a password recovery if you have not accessed MyEd since the fall. If you have never accessed MyEd, you will need to search your NVSD email inbox for a password reset message.
3. If you have forgotten your password, click on the “I forgot my password” link on the sign in page. Enter your username (as above) and primary email. Your primary email is likely your school email (#####s@sd44.ca) unless you changed it when you reset your MyEd password last year. Answer your recovery question that you set last time you were in MyEd.
4. If you still need help, come to the library, office, or see your counsellor to get a temporary, one-time use password.

**For Parents/Guardians:**

1. Login to MyEd at <https://myeducation.gov.bc.ca/aspen/logon.do> (Note: if you have not accessed MyEd in the past 3 months, you are prompted to create a new password)
2. Click on the “Family” top tab
3. Click on the blue hyperlink for a particular student
4. Click on the “Schedule” side tab, then Requests.



The image shows a screenshot of the MyEducation BC Prod login interface. The page has a light gray header and footer area, with a white central form. The form is titled "MyEducation BC Prod". It contains two text input fields: "MyEducation BC Login ID" and "MyEducation BC Password". Below the password field are two blue links: "Login Information" and "I forgot my password". A "Log On" button is located below the password field. At the bottom of the form are two buttons: "Log in using" and "BC Services Card".

\*For Students as well as Parents/guardians\*. If you log into MyEd with your BC Services Card you will not have to reset your password every 90 days.

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

<b>Password Requirements</b>	
<ul style="list-style-type: none"><li>• Minimum length is 8</li><li>• At least one number</li><li>• At least one capital and lowercase letter</li><li>• At least one symbol that isn't a letter or number</li><li>• Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers</li></ul>	
Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input checked="" type="button"/> OK <input type="button"/> Cancel	

**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 "Family" located on the top left-hand side.

Click

Welcome to MyEducation BC PRODUCTION

BRITISH COLUMBIA MyEducationBC

One Student.  
One Record.  
All of British Columbia.

To Do

Overdue Online Assignments

Course	Assignment	Category	Due
No assignments scheduled.			

Today: Friday, January 31

Course	Assignment	Category	Completed
No assignments scheduled.			

Tomorrow: Saturday, February 1

Course	Assignment	Category	Completed
No assignments scheduled.			

Getting Started

How to Navigate MyEducation BC

There are two major sections of MyEducation BC: Tabs and Pages.

**Step 7:** You will select your students name and then from the sidebar, click on schedule

Students

Details

Contacts

Daily Attendance

Transcript

Assessment

Schedule

Membership

Transactions

Notification

Options ▾ Reports ▾ Help ▾

Name

Then click on "Requests"

Pages Family Calendar

Students : 11

Details Contacts Daily Attendance Transcript Assessments Schedule Requests Membership Transactions Notification

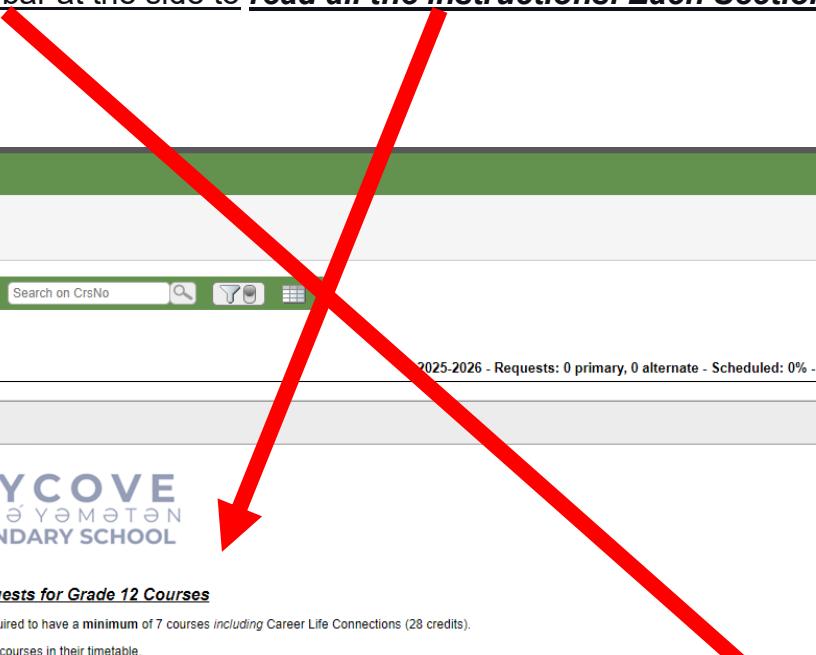
Options Reports Help

<< List view

Time	TRI2
1-Period 10	
2-Period 11	
3-Period 12	
4-Period 14	
5-Period 15	
6-Period 16	
7-Period 17	
8-Period 22	
9-Period 23	
10-Period 25	
11-Period 26	
12-Period 13	
13-Period 21	
14-Period 18	

https://myeducation.gov.bc.ca/aspen/studentContextList.do?navkey=famil...

**Step 8:** Follow the instruction in the main window box. The instructions are different for each grade. Use the scroll bar at the side to **read all the instructions. Each Section will have instructions.**



Pages Family Calendar

Students :: 11 - [REDACTED] 

Details Contacts Daily Attendance Transcript Assessments Schedule Requests Details Membership Transactions Notification

Options Reports Help Search on CrsNo   

<< Exit entry mode

2025-2026 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

**Instructions**

 **SEYCOVE**  
AT SÉ YƏMƏTƏN  
**SECONDARY SCHOOL**

**Attention: You Are Making Requests for Grade 12 Courses**

Students entering grade 12 next year are required to have a minimum of 7 courses *including* Career Life Connections (28 credits).  
Students with X block courses may exceed 8 courses in their timetable.  
\*Students that do not have full timetables of Seycove based courses may not be considered for student recognition, awards, and scholarships.

**Grade 12 Required Courses**

- Career Life Connections 12
- English Studies 12
- You also need to choose Six or more electives. Two of your electives must be grade 12 level courses.

**Grade 12 PLP Required Courses**

- English Studies12PLP
- World History 12PLP
- Career Life Connections12PLP
- You also need to choose Five or more electives. One of which must be a grade 12 level course.

**NOTES:**

1 Courses outside the timetable X (Choir & Band) may be selected from the "Outside the Timetable" subject area. Please be aware that these courses may require teacher approval.

**Step 9:** Complete your course requests by selecting courses. You will move through 4 selection windows:

**1. Grade (9 or 10 or 11 or 12) Required Courses**

**2. Grade (9 or 10 or 11 or 12) Electives**

**3. Grade (9 or 10 or 11 or 12) X Block Courses**

**4. Grade (9 or 10 or 11 or 12) Alternates**

**\*\*Some of your courses are required for students\*\* - you will not be able to change those!**

• I have completed registration for \_\_\_\_\_ through DL with School District # \_\_\_\_\_ (# or name of program)

**Make Sure to:**

- Follow the instructions on each page
- Use the scroll bar on the right side of your screen to scroll down through the instructions and lists of courses
- Select the minimum number of courses in order to complete each page and the full process
- Scroll through ALL pages: Core Courses, Electives, X Block Courses, and Alternates

Primary requests							
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	Priority	Alt 1
 Select...	Grade 12 Required Courses						
 Select...	Electives						
 Select...	Inside the timetable						

Alternate requests							
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	Priority	Alt 1
 Select...	Alternates						

**Notes for counsellor**

 Post      Last posted time:      Approved time:

When you click on  a window with instructions and possible choices within that subject area opens. You will have to select each of the 4 subject areas.

Subject area	Grade 12 Required Courses	<p>In the pop-up screen, READ the instructions for each specific subject area. Scroll down the "Instructions" window to see all the instructions</p>
Instructions	 <p><b>SEYCOVE</b> AT SÉYEMOTON SECONDARY SCHOOL</p>	

Select	CourseNumber	CourseDescription	Academic level	Cred
<input type="checkbox"/>	MENST12	ENGLISH STUDIES 12	Regular	4.0
<input type="checkbox"/>	MCLC-12	CAREER LIFE CONNECTIONS	Regular	4.0
<input type="checkbox"/>	MENST12PLP	ENGLISH STUDIES 12 PLP	Regular	4.0
<input type="checkbox"/>	MCLC-12PLP	CAREER LIFE CONNECTIONS PLP	Regular	4.0
<input type="checkbox"/>	MWH--12PLP	20th CENTURY WORLD HISTORY 12 PLP	Regular	4.0



Click on the check box to make the request. Once you have finished making your request, click "ok"

You know the course has been selected when the check mark appears in the tick box.

You will make selections in these four "Subject Areas":

1. Grade (9 or 10 or 11 or 12) Required Courses
2. Grade (9 or 10 or 11 or 12) Electives - this is a long list grouped by subject area.
3. Grade (9 or 10 or 11 or 12) X Block Courses
4. Grade (9 or 10 or 11 or 12) Alternates - this is a long list grouped by subject area.

Each section has a required number of choices in order to complete that area. The number of selections needed is noted in the instructions at the top of that section.

Students will have to choose 8 classes and 3 alternates in order to be able to "Post" and complete their course requesting. Students who select X block courses will be able to select more than 8 primary courses.

You will need to use the drop down menu to move through all the electives/alternates possible. You can use the arrows beside the drop down menu to move from list to list as well.

Subject area	Electives							
Instructions	 <b>SEYCOVE</b> AT SÉ YƏMƏTƏN <b>SECONDARY SCHOOL</b>							
<input type="button" value="&lt;"/> <input type="text" value="1:10  MSPLG12"/> <input type="button" value="&gt;"/>								
Select	CourseNumber	CourseDescription		Academic level	Credit	Prerequisite	Status	Priority
<input type="checkbox"/>	MSPLG12	SPOKEN LANGUAGE 12		Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MENFP12	ENGLISH FIRST PEOPLES 12		Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MACLV11	ACTIVE LIVING 11		Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MACLV12	ACTIVE LIVING 12		Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MFTCD11	FITNESS AND CONDITIONING 11		Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MFTCD12	FITNESS AND CONDITIONING 12		Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MMEDD11	MEDIA DESIGN 11		Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MMEDD12	MEDIA DESIGN 12		Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MVAPH11	PHOTOGRAPHY 11		Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MVAPH12	PHOTOGRAPHY 12		Regular	4.0			<input type="text" value="0"/>

OK
 Cancel

Please prioritize alternates in rank order with #1 being the most desired. Then 2,3.

Subject area	Alternates						
Instructions	 <b>SEYCOVE</b> AT SÉ YƏMƏTƏN <b>SECONDARY SCHOOL</b>						
<input type="button" value="&lt;"/> <input type="text" value="1:10  MSPLG12"/> <input type="button" value="&gt;"/>							
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	MSPLG12	SPOKEN LANGUAGE 12	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MFOOD11	FOOD STUDIES 11	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MFOOD12	FOOD STUDIES 12	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MTXT-11	TEXTILES 11	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MTXT-12	TEXTILES 12	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MEC-12	ECONOMICS 12	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MMEDD11	MEDIA DESIGN 11	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MMEDD12	MEDIA DESIGN 12	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MVAPH11	PHOTOGRAPHY 11	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MVAPH12	PHOTOGRAPHY 12	Regular	4.0			<input type="text" value="0"/>

OK
 Cancel

**Step 10:** When you have finished making your requests in each of the four areas. The final step is to “Post” (save) your requests.

You can make notes in this section. Also write notes for counsellors on your course planning form.

To make your requests final Click "Post"

	Subject area	SchoolCourse >
<input type="button" value="Select..."/>	Alternates	MCSTU10
		MSP--10

**Notes for counsellor**

please don't fill in!

Last posted time: Approved time:

**Step 11:** After your courses are entered, return your signed course planning form to the office by Wednesday, March 4th.

In April, a Course Request verification will be distributed to students to confirm your requests as well as provide an opportunity for making changes to the list of requested courses.

The window for students to enter their course requests in the MyEducation BC Portal is from 4pm on February 5 to 3pm on March 4th.

**All completed and signed course planning forms must be returned to the main office by 3pm on March 4th.**