

## Entering Course Requests into MyEd BC (for students)

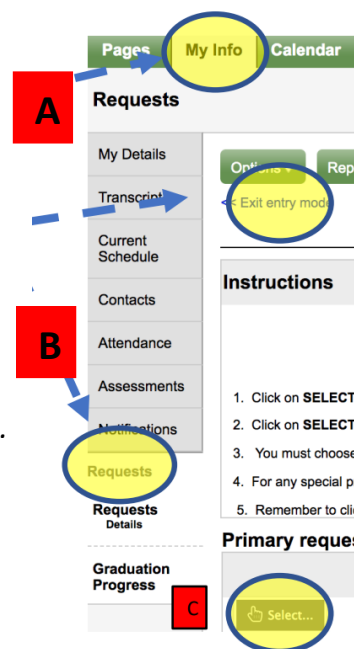
Login to MyEd [www.myeducation.gov.bc.ca/aspen](http://www.myeducation.gov.bc.ca/aspen)

- I. Enter your MyEd user ID (pupil number followed by nv. For example: '233856nv')
  - II. Enter your password:
    - a. Your password may have expired in which case the system will prompt you to reset it
    - b. Passwords must have 8 characters, including 1 upper case letter, 1 number, and 1 symbol
    - c. If you have forgotten your password, click on 'I forgot my password'.
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- A. Once you are logged in, click on the **"My Info"** tab along the top of the screen
  - B. Click on the **"Requests"** side tab. Ensure you are in Entry Mode.
  - C. Read the general instructions and click on the first appropriate **"Select"** button.
  - D. Use your Course Requests sheet to guide you through the entry process.
  - E. When you have finished entering your Course Requests including Alternate Requests, click **POST**. This is essential.
    - a. Please do not use the "Notes for counsellor" section.

Notes for counsellor

**E**

Last posted time: Approved time:



Note: If you **do not see a course** you are looking for but expect it to be there, it may be on the next page. Click the > button to advance through the options.

<div><span>&lt;</span> 1:30   MMU--09BCB <span>&gt;</span></div>					
Select	CourseNumber	CourseDescription	Academic level	Credit	P
<input type="checkbox"/>	MMU--09BCB	MUSIC 9 BEGINNERS CONCERT BAND	Regular	0.0	

**Please return signed/completed Course Request Sheet when you have completed the MyEd BC entry process.**