



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*, i.e. '123564nv') and password - your user ID and password are on the white sticker on your course sheet!
 - a. You will immediately get a "*Password has Expired*" pop-up; click **OK**
 - b. Re-enter your temporary password and then your own 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
 - d. You may be prompted to choose a security question and enter a response (choose something you will remember)
 - e. If you don't have a password and can't log in, come to the library for support.

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

- A. Click on the "My Info" tab along the top of the screen **A**
- 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 **B**
- D. Use your sheet to choose the correct courses
- E. When you are done selecting courses
 - a. Enter any comments for your counsellor as needed
 - a. 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 March 8th

Notes for counsellor

E

Not posted time: Approved time:

The screenshot shows the MyEd interface. At the top, there are tabs for 'Pages', 'My Info', and 'Calendar'. Below these is a 'Requests' section with a 'My Details' sidebar containing links for Transcript, Current Schedule, Contacts, Attendance, Assessments, and Notifications. A 'Requests Details' section is visible, and a 'Select...' button is circled in yellow. A red box labeled 'C' is placed over this button. A blue dashed arrow points from the 'My Info' tab to the 'Requests' section, and another points from the 'Requests' section to the 'Select...' button.

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	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	

All completed and signed course request forms must be returned to the Counselling Office by the end of day March 8th, 2024