# Selecting Courses In MyEd

1. Login to MyEd  www.myeducation.gov.bc.ca/aspen
2. Enter your user ID  (pupil number followed by nv    ie. '123564nv')
3. Enter your *temporary, one-time use password:*    '**Spring$2021**'
   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
      ii. A good example of a password is:  Summer#1
   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)
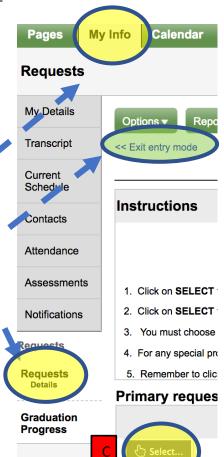
*Now you are in!  Yeah!*

**A.** Click on the "**My Info**" tab along the top of the screen
**B.** Click on the "**Requests**" side tab; check you are in <u>Entry Mode</u>
**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.  Log out!!!!!**

Notes for counsellor

[ ] Post    Last posted time:    Approved time:

**E**

---

Your password has expired. Please create a new one.

☑ OK

| Pages | My Info | Calendar |

**Requests**

My Details

Transcript

Current Schedule

Contacts

Attendance

Assessments

Notifications

Requests
Requests
Details

Graduation Progress

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 reques**

**C**    👆 Select...

---

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 | P |
|---|---|---|---|---|---|
| [ ] | MMU--09BCB | MUSIC 9 BEGINNERS CONCERT BAND | Regular | 0.0 | |
| [ ] | MMU--09-CB | MUSIC 9 CONCERT BAND | Regular | 0.0 | |
| [ ] | MMU--09-CC | MUSIC 9 CONCERT CHOIR | Regular | 0.0 | |