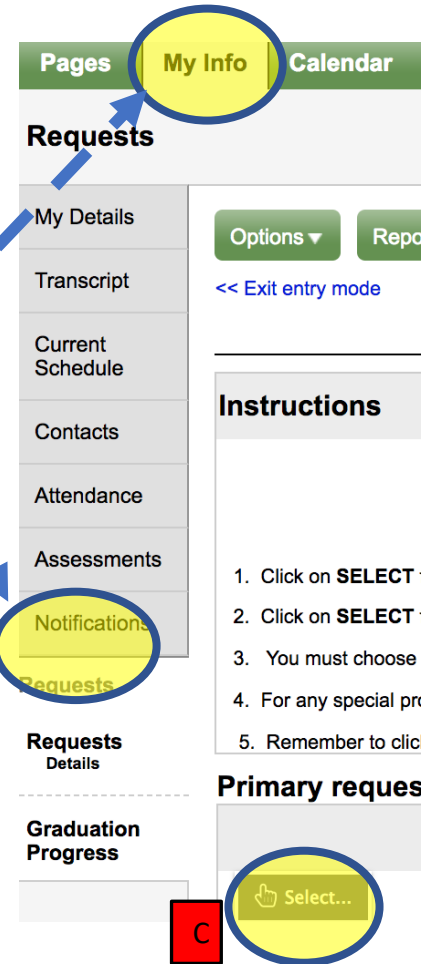


# Student Course Request Entry in MyEd

1. Login to MyEd [www.myeducation.gov.bc.ca/aspden](http://www.myeducation.gov.bc.ca/aspden)
2. Enter your user ID (pupil number followed by nv ie. '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
- 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 March 1<sup>st</sup>**



Notes for counsellor

**E**  Last posted time: Approved time:

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.