



ÉCOLE SECONDAIRE
HANDSWORTH
SECONDARY SCHOOL



February 2nd, 2024

Greetings Handsworth Grade 8 Parents and Guardians,

This is a reminder that students are about to begin their 2024-2025 Course Programming process and Course Request Entry for next school year at home.

As of Tuesday, February 6th, ALL students should have their course request sheets, handed out directly after the **Course Programming Presentation on Feb 6th at 8:30am sharp in the Theatre**. Please note that this sheet is specific to each student as it has login information for students to do course request entry at home through the MyEducation BC Student Portal. Instructions for how to work through the online course request entry are included below. ***If a student does NOT pick up their Course Request Sheet, they should pick it up at or after lunch in the Main Office after their scheduled presentation.***

ALL students must return signed and completed Course Request Forms to the Main Office by March 1st, 2024 – after entering their course requests into the MyEd Student Portal at home.

The MyEd window for students to complete their course requests is open from 5pm on February 14th, 2024, to 9pm on February 29th, 2024.

From now until March 1st:

1. Please read up on the various course offerings in the 2024/2025 Course Programming Guide. information on all courses and programs can be found on our school [Handsworth Website](#). Our programming guide has updated information on all our courses and various School District programs.
2. Discuss which courses you would like to request for next year with your parents/guardians. Please remember these are requests only. We will try our very best to satisfy every student request, but there are a number of reasons why we may not be able to offer a course to a student.

*Some things to consider when requesting courses

- a) What elective courses would I like to try?
 - b) Do I have a full course load? (8 classes for grade 8, 9, 10)
 - c) Do I want to enroll in an Academy? Can I get there on my own?
3. Please ensure you fill in the course request sheet with the ALL information (write legibly) and all appropriate course code information. Course codes can be found on the back of the course request sheets. **A parent/guardian signature is required, so please complete steps 1, 2, & 3 with your parent/guardian.**
 4. Use the MyEducation BC: [link](#) to work through course request entry. Students will need to log into their own MyEducation BC account. Student login information can be found on the white sticker found on the course request sheet. **All students must go through the process of resetting and creating a new password.**

All completed and signed course request forms must be returned to the Main Office by the end of day March 1st, 2024



ÉCOLE SECONDAIRE
HANDSWORTH
SECONDARY SCHOOL



- Please follow the instructions included [here](#) to login to the Student MyEd account. **The first step will be to reset your password.**

Grade 8s – when logging in, use the MyEd Login # on the label and the following password below.

**YOUR STUDENT SHOULD HAVE TEMPORARY PASSWORD
SEE LIBRARY FOR SUPPORT IF NEEDED**

(see grade counsellor or library if they need support)

MyEducation BC Prod

Login ID

Request an account

Password

I forgot my password

Log On

- Reset your password and enter a security question. When students first log in, they will be asked to change their password and enter a new security question. The security question is required to retrieve login information, if needed. **Please note that the PRIMARY EMAIL is the students Active Directory login.** (This is listed on the white label on the course request sheet)
 - Now that you're logged in, start entering Course Requests in MyEd. Detailed instructions are included below in this communication. Don't forget to POST your Course Requests.
 - Lastly, make sure Course Request Sheets are completed with parent/guardian and then returned to the Main Office by March 1st.
- * If you have difficulties with logging into MyEd prior to February 14th, please contact your grade counsellor or go to the library and ask for assistance.
 - * Students who are unable to do course request entry at home will have the opportunity to do this at school, with support, on March 12th or 13th. Completed Course Request Sheets MUST be handed in to the Main Office by March 1st to get support with course request entry.

**All completed and signed course request forms must be returned
to the Main Office by the end of day March 1st, 2024**



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, ie. '123564nv') and password - your user ID and NVSD Primary Email are on the sticker on your course request sheet. (Grade 8s have been issued a password this year; Returning Grade 9 – 11 will have set up their own password last year; new students can see the library or office for their generic password to be reset)
 - 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 'Primary 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
 - 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 1st

Notes for counsellor

E  Post 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	Pri
<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.

All completed and signed course request forms must be returned to the Main Office by the end of day March 1st, 2024

The screenshot shows the MyEd user interface. At the top, there are tabs for 'Pages', 'My Info', and 'Calendar'. The 'My Info' tab is active. On the left side, there is a navigation menu with 'Requests' highlighted. Below the menu, there are sections for 'My Details', 'Transcript', 'Current Schedule', 'Contacts', 'Attendance', 'Assessments', and 'Notifications'. On the right side, there are 'Options' and 'Response' buttons, and a section for 'Instructions' with a list of steps. At the bottom right, there is a 'Primary requests' section with a 'Select...' button. Red boxes A, B, and C are placed over the 'My Info' tab, the 'Requests' side tab, and the 'Select...' button respectively. Blue dashed arrows point from the text instructions to these elements.