Selecting Courses In MyEd (by student)

1. Login to MyEd MyEdBC.
2. Enter your user ID (pupil number followed by nv   ie. '123564nv')
3. You might get a "***Password has Expired***" pop-up; click **OK**
   a. Re-enter your password and then set a new one
      i. Passwords must have 8 characters, 1 upper case letter, 1 numeral and a symbol
      ii. An example of a password is: Summer#1
   b. You may be prompted to enter an 'Email' for password recovery
   c. 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 instructions*** then click on the first "**Select**" button
D. Use your sheet and the course programming guide to choose the correct courses
E. When you are done selecting courses
   o Enter any comments for your counsellor as needed
   o Also Write them on the back of your course request form
   o Click on "**Post**"
   o ***Take a picture of your course request form and then hand it in at the school office***
F. **Log out!!!!!**

Notes for counsellor

[E]

[Post] Last posted time: Approved time:

Your password has expired. Please create a new one.

☑ OK

| Pages | **My Info** | Calendar |

Requests

My Details

Transcript

Current Schedule

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Requests

Requests Details

Graduation Progress

[A]

[B]

[Options ▼] [Rep...]
<< 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...

👆 Select...

[C]

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	