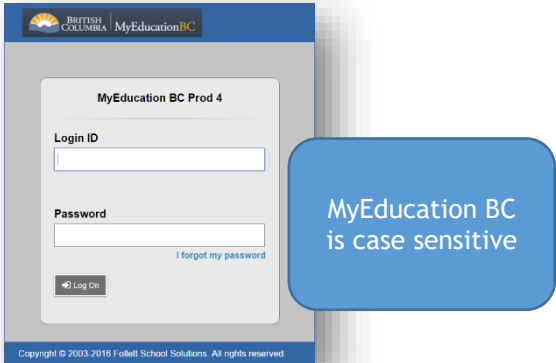
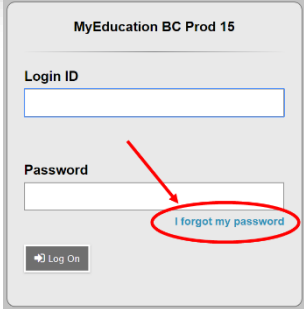
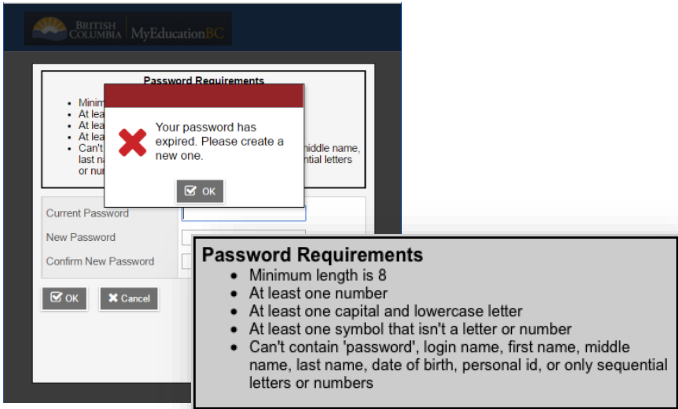
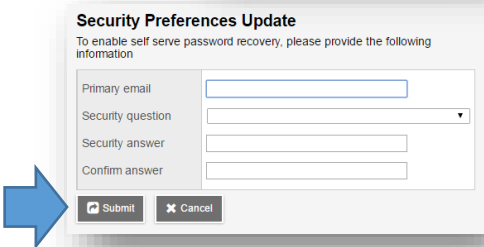


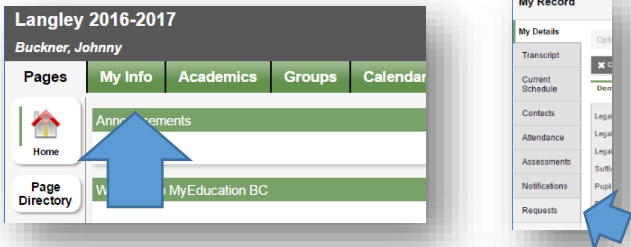
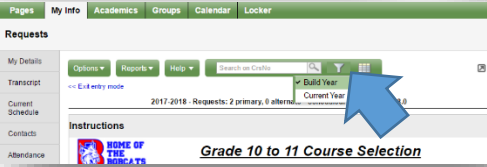
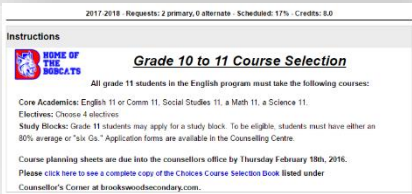


ONLINE COURSE SELECTION LOGIN INSTRUCTIONS

Logging in to MyEducation BC

1. Open a browser and visit the URL for MyEducation BC	http://www.myeducation.gov.bc.ca/aspen/login
2. In the Login ID text box type your username Press TAB or click in the password field. Enter your password and click on Log On <i>Note that MyEducation BC is CASE sensitive</i>	
3. If you did NOT receive a user name and password sticker that means that you have already created an account. If you do not remember your login: - Click "I Forgot My Password" - IF that does not work, email south.info@burnabyschools.ca with your Name, Student number and explain what is wrong - IF that does not work, go to the Main Office	
4. The first time you login MyEducation BC will request that you change your password - Enter your current password - Enter a new password - Confirm the new password (re-enter the new password) - Click on OK <i>Note: an error message will appear if you have not used the password requirements listed to create a new password. You will be taken to your student view in MyEducation BC.</i>	
5. The system will request that you enter your email address and select a security question (and answer). Complete the pop-up that appears. Click on SUBMIT	

Entering Course Selections

1. When you login you will be taken to your "landing page". Click on the "My Info" top tab to begin working on your course selections Click on the REQUESTS side tab if it is not automatically selected	
2. A screen should appear that shows a Course Selection Sheet for your Grade Level If you do not see this view, click on the FILTER button in the top right corner of the screen and select BUILD	
3. Review the instructions at the top of the Course Selection Sheet. NOTE: Any LINKS in the instructions will lead you to other Web Pages with more information	

4. Review the requests area of the Course Selection Form

- Any Course Selections that may have already been made (they may be a default or required course) are shown in BLUE and do not need to be changed unless you would like a different course

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	English Language Arts	MEN--11	ENGLISH 11	N	4.0
Select...	Social Studies	MSS--11	SOCIAL STUDIES 11	N	4.0
Select...	Mathematics				
Select...	Life Physical Science				

5. Beside each Subject Area to select the courses you would like to take, click on SELECT

Primary requests

	Subject area	SchoolCourse > CrsNo
Select...	English Language Arts	MEN--11
Select...	Social Studies	MSS--11
Select...	Mathematics	
Select...	Life Physical Science	

6. A “pop-up” window will appear that allows you to select the courses you would prefer

- Please **READ THE INSTRUCTIONS** to be sure you have selected the correct number of courses
- Put a **CHECKMARK** beside the Courses you would like to select, uncheck the courses you do not want selected
- Click on OK** when your selections for that subject area are complete

Subject area: English Language Arts

Instructions: Please Select one of English 11 or Communications 11.

1 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
☒	MEN--11	English 11	Regular	4.0		
☐	MMCM-11	Communications 11	Regular	4.0		
☐	MMEN--10	English 10	Regular	4.0		

Note: if you cannot uncheck the checkbox, then the Course selected is a **REQUIRED COURSE**

7. Some subject areas (like electives) may have more than one page of options to choose from

- Be sure to review ALL the pages available by clicking on the next page arrow (>) to move to the next page

Subject area: Electives

Instructions: Please select at least 4 electives:

< 1:5 | MMK--12 >

Select	CourseNumber	CourseDescription	Academic level
☐	MMK--12	Marketing 12	Regular

This list can be sorted by Course Description by clicking on the column heading for Course Description

8. In a Separate Box you will see **ALTERNATE REQUESTS**

- Follow the same steps to select the **ALTERNATE REQUESTS**
 - Make sure to read the instructions & select the correct number of alternate courses

Alternate requests

Subject area: Electives

Select...

Instructions: Please select at least 4 electives:

Notes for Counsellor

1. If you were unable to complete your course selections with the options in the online course selection sheet you can leave a note for the counsellor at the bottom of the page

- This can be anything you would like your Counsellor to know regarding your Course Selection or if there are any issues to the courses that you selected

Notes for counsellor

I am currently taking MSS--11 Online.

Post Last posted time: Approved time:

POST to save your work

1. In order to confirm that you have completed your course selections click on the **POST** button in the bottom left of the screen

Post Last posted time: Approved time:

2. If you have not completed all areas of the Course Selection Sheet as required a warning message will appear.

- Read the warning carefully and return to the areas identified to correct any items missed in your course selections
- Click on the **POST** button again once corrections have been made
- A GREEN message will appear when course selections have been successfully posted and a date will appear beside the **POST** button

Not enough requested for subject Mathematics
Not enough requested for subject Science

OK

Requests posted successfully.

OK

Post Last posted time: 1/9/2017 8:23 PM Approved time: