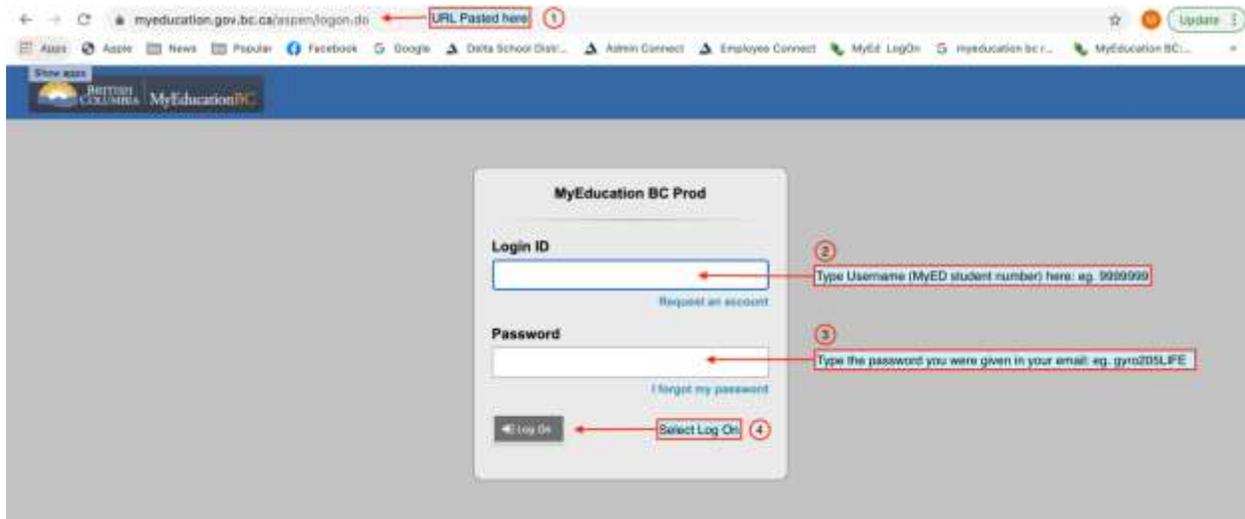


Grade 7 Online Course Selection: Logging Onto MyED BC and Completing the Course Requests

Course requests for grade 8 will be done in MyED BC. This document outlines the steps you will need to follow in order to complete the online course requests. The options offered will vary, depending on your secondary school but the process for selecting courses is the same.

Step 1: Click on this URL <https://myeducation.gov.bc.ca/aspem/logon.do> or copy and paste it into an internet browser. It should take you to a screen that looks like this:

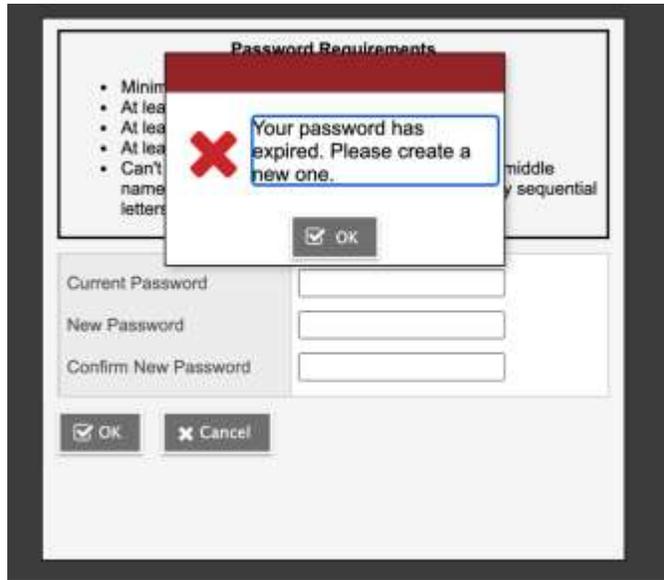


1. URL Copied and pasted into the browser.
2. Type or copy and paste the Username from your email into here.
3. Type or copy and paste the password from your email into here.
4. Select the Log On button.

Grade 7 Online Course Selection: Logging Onto MyED BC and Completing the Course Requests

Step 2: You will be prompted to create a new password. The following screen will appear.

1. Select the OK button.
2. Type or copy and paste your initial password into the Current Password box.
3. Type your new password into the New Password box.
4. Re-type your new password into the Confirm New Password Box.



MyED BC has some specific rules regarding your new password:

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Once you have created your new password select OK.

Step 3: Select and answer the security question.

Select the submit button.

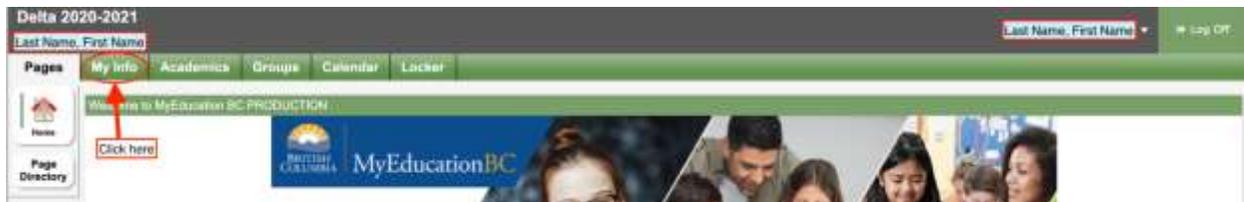
Grade 7 Online Course Selection: Logging Onto MyED BC and Completing the Course Requests

Step 4: This is the landing page for MyED BC. Your name should appear in the top left hand corner, and it should appear in the top right hand corner.

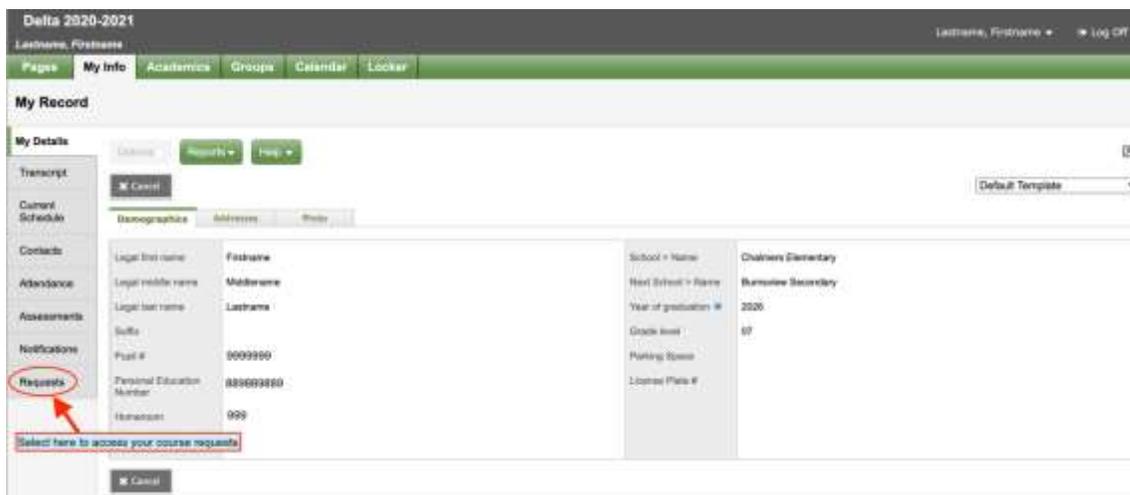


Next year, you will see your report cards published in the “Published Reports” box.

Step 5: Click on the My Info Top Tab underneath your name.



Step 6: Select the Requests side tab.



Grade 7 Online Course Selection: Logging Onto MyED BC and Completing the Course Requests

Step 7: Read through the instructions at the top of the page.

Delta 2020-2021 Lastname, Firstname | Lastname, Firstname | Log Off

Pages | **My Info** | Academics | Groups | Calendar | Locker

Requests

My Details | Options | Reports | Help | Search or Create

Transcript | << Exit entry mode

Current Schedule | 2021-2022 - Requests: 8 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

Instructions

GRADE 8 STANDARD COURSE SELECTION
(Current Grade 7 Students)

Course Information can be found in the [Course Program Guide](#)

1. Click on the **Select** button to choose courses in each Subject area.
2. Students **MUST** select a minimum of 8 courses.
3. All **Required Courses** have been pre-selected for Grade 8 students, except Math.
4. Select one Mathematics course (required).
5. Click on the **Select** button beside **Explorations** to choose your Grade 8 electives (required).
6. Click on the **Select** button beside **Academics** to choose an academy program (only if interested).
7. Students requiring Learning Support (ELL, Strategies, Gradquest, Modified Academics or Supportive Learning) will be hand timetabled by counselors.
8. Remember to click **OK** to confirm selections within a Subject Area and click **POST** to confirm ALL selections before exiting.

Primary requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Required Courses	MFR-06	FRENCH 8	N	0.0
	MEN-08	ENGLISH LANGUAGE ARTS 8	N	0.0
	MSC-08	SCIENCE 8	N	0.0
	MSS-08	SOCIAL STUDIES 8	N	0.0
	MPHE-08	PHYSICAL AND HEALTH EDUCATION 8	N	0.0
	MMA-08	MATHEMATICS 8	N	0.0
Explorations				
Outside the Timetable				
Academics				

Step 8: Scroll down to the portion of the page where you can select your requests. Each school has set up the requests to meet their scheduling needs. In the sample below, your required courses are already selected for you. Click on the select button to open your choices.

Primary requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Required Courses	MFR-06	FRENCH 8	N	0.0
	MEN-08	ENGLISH LANGUAGE ARTS 8	N	0.0
	MSC-08	SCIENCE 8	N	0.0
	MSS-08	SOCIAL STUDIES 8	N	0.0
	MPHE-08	PHYSICAL AND HEALTH EDUCATION 8	N	0.0
	MMA-08	MATHEMATICS 8	N	0.0
Explorations				
Outside the Timetable				
Academics				

Alternate requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Student Services				

Notes for counsellor

Grade 7 Online Course Selection: Logging Onto MyED BC and Completing the Course Requests

Step 9: Select the courses by checking the box beside the course name. Select OK.

Subject area	Explorations						
Instructions	Select > Explorations 8A AND 8B OR Select > Instrumental Music 8 - Concert Band AND Explorations 8B						
<input type="button" value="Select All"/> 2 of 3 selected							
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	
<input checked="" type="checkbox"/>	MADGE8EXA	ADST 8 - General Explorations 8A	Regular	0.0			
<input checked="" type="checkbox"/>	MADGE8EXB	ADST 8 - General Explorations 8B	Regular	0.0			
<input type="checkbox"/>	MMJ-08-BA	Instrumental Music 8 (Concert Band)	Regular	0.0			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>							

These courses will show up on the main request page.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Required Courses	MFR--08	FRENCH 8	N	0.0
		MEN--08	ENGLISH LANGUAGE ARTS 8	N	0.0
		MSC--08	SCIENCE 8	N	0.0
		MSS--08	SOCIAL STUDIES 8	N	0.0
		MPHE-08	PHYSICAL AND HEALTH EDUCATION 8	N	0.0
		MMA--08	MATHEMATICS 8	N	0.0
<input type="button" value="Select..."/>	Explorations	MADGE8EXA	ADST 8 - General Explorations (Modules)	N	0.0
		MADGE8EXB	ADST 8 - General Explorations (Modules)	N	0.0
<input type="button" value="Select..."/>	Outside the Timetable				
<input type="button" value="Select..."/>	Academics				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Student Services				

Notes for counsellor

If you have specific information for your secondary school counsellor, you can type a message in the Notes for counsellor box.

Once you are finished your course selections, you can press the POST button. If you forget to select the POST button, your requests will still be in the system.