

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

Course selection is 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: Log in to your MyED BC account. If you are a new user, follow steps 2-5 below. Once you have logged in, you can jump to Step 6.

Step 2: Check your Deltalearns account. You should have received an email from [sysadmin@myeducation.gov.bc.ca](mailto:sysadmin@myeducation.gov.bc.ca). This email will contain the URL to MyED BC, your Login ID and your password for the first time you login to MyED BC.

Sample Email Message:

A MyEducation user account has been created for you:

Log in to <https://www.myeducation.gov.bc.ca/aspden> using the user name and password supplied.

Username: 9999999

Password: gyro205LIFE

Step 3: Click on the URL or copy and paste it into an internet browser. It should take you to a screen that looks like this:

The screenshot shows a web browser window with the URL [myeducation.gov.bc.ca/aspden/legon.do](https://www.myeducation.gov.bc.ca/aspden/legon.do) in the address bar. The page title is "MyEducation BC Prod". The login form contains the following elements:

- Login ID:** A text input field with a red arrow pointing to it from a box labeled "2" containing the text "Type Username (MyED student number) here: eg. 9999999".
- Password:** A password input field with a red arrow pointing to it from a box labeled "3" containing the text "Type the password you were given in your email: eg. gyro205LIFE".
- Log On:** A button with a right-pointing arrow and the text "Log On". A red arrow points to it from a box labeled "4" containing the text "Select Log On".

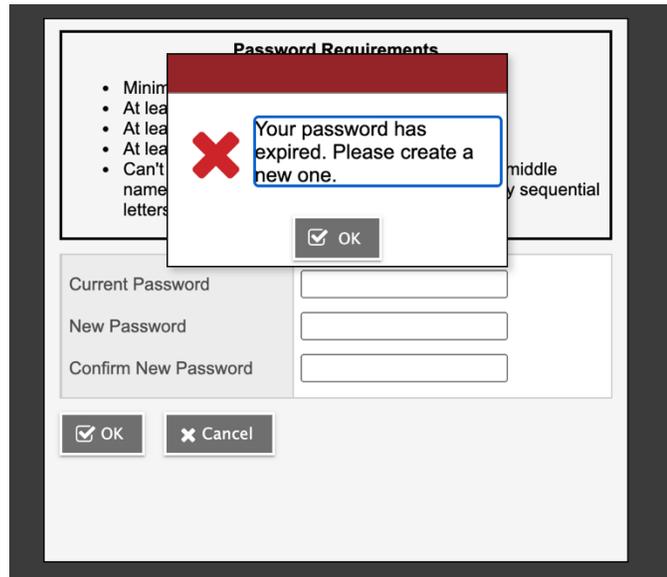
Additional annotations include a box labeled "1" containing "URL Pasted here" with an arrow pointing to the address bar, and a "Request an account" link below the Login ID field and an "I forgot my password" link below the Password field.

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.

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Step 4: 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.



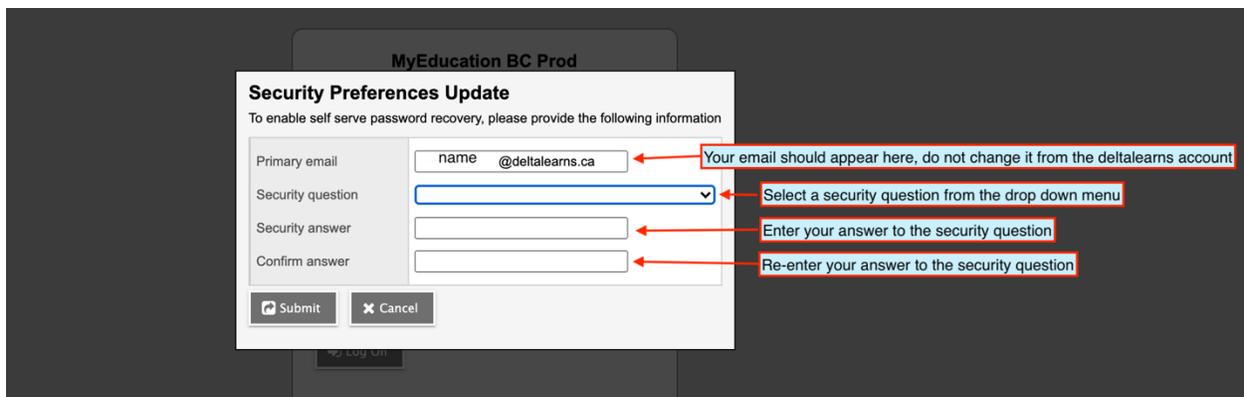
The screenshot shows a 'Password Requirements' dialog box. A red 'X' icon is on the left. A message box in the center says 'Your password has expired. Please create a new one.' with an 'OK' button. Below the dialog are input fields for 'Current Password', 'New Password', and 'Confirm New Password'. At the bottom are 'OK' and 'Cancel' buttons.

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 5: Select and answer the security question.



The screenshot shows the 'Security Preferences Update' form. It has four main sections: 'Primary email' with a text box containing 'name @deltalearns.ca', 'Security question' with a dropdown menu, 'Security answer' with a text box, and 'Confirm answer' with a text box. Red arrows point to each of these sections with instructions: 'Your email should appear here, do not change it from the deltalearns account', 'Select a security question from the drop down menu', 'Enter your answer to the security question', and 'Re-enter your answer to the security question'. At the bottom are 'Submit' and 'Cancel' buttons.

Select the submit button.

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Step 6: 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.

Delta 2020-2021  
Last name, First name Last name, First name Log Off

Pages My Info Academics Groups Calendar Locker

Welcome to MyEducation BC PRODUCTION

One Student.  
One Record.  
All of British Columbia.

Recent Activity Last 30 days

Search: Attendance Grades

- 01/27/2021 - Attendance (Tardy) Class: AM Attendance Period: AM
- 01/20/2021 - Attendance (Tardy) Class: AM Attendance Period: AM

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

System Maintenance & Announcements

### Welcome to MyEducation BC PRODUCTION

**Production Infrastructure Upgrade to Azure Completed Successfully**  
Please ensure that District FTP clients, and third party vendors, are now pointing to the new environment to retrieve scheduled jobs. Detailed instructions are located on the L1 information station.

**Weekly Maintenance Windows - Outages may be required**

Step 6: Click on the My Info Top Tab underneath your name.

Delta 2020-2021  
Last Name, First Name Last Name, First Name Log Off

Pages **My Info** Academics Groups Calendar Locker

Welcome to MyEducation BC PRODUCTION

Click here

Step 7: Select the Requests side tab.

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

Pages My Info Academics Groups Calendar Locker

### My Record

My Details Options Reports Help

Transcript Cancel Default Template

Current Schedule

Contacts

Demographics	Addresses	Photo
Legal first name Firstname	School > Name Chalmers Elementary	
Legal middle name Middlename	Next School > Name Burnsview Secondary	
Legal last name Lastname	Year of graduation 2026	
Suffix	Grade level 07	
Pupil # 9999999	Parking Space	
Personal Education Number 889889889	License Plate #	
Homeroom 999		

Select here to access your course requests

Cancel

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Step 8: Read through the instructions at the top of the page.

Delta 2020-2021
Lastname, Firstname ▾ Log Off

Pages My Info Academics Groups Calendar Locker

### Requests

My Details

Transcript

Current Schedule

Contacts

Attendance

Assessments

Notifications

Requests

**Requests Details**

Graduation Progress

Options ▾
Reports ▾
Help ▾

Search on CrsNo

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
<div style="border: 1px solid #ccc; padding: 2px; width: 40px; margin: 5px auto;">Select...</div> <p style="font-size: 0.8em; margin: 5px 0;">Select this to open your choices for the grade 8 explorations</p> <div style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 5px auto;"> <span style="font-size: 0.8em;">Select...</span> </div>	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	
Explorations					
Outside the Timetable					
Academies					

Step 9: 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
<div style="border: 1px solid #ccc; padding: 2px; width: 40px; margin: 5px auto;">Select...</div> <p style="font-size: 0.8em; margin: 5px 0;">Select this to open your choices for the grade 8 explorations</p> <div style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 5px auto;"> <span style="font-size: 0.8em;">Select...</span> </div>	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	
Explorations					
Outside the Timetable					
Academies					

#### Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<div style="border: 1px solid #ccc; padding: 2px; width: 40px; margin: 5px auto;">Select...</div>	Student Services				

#### Notes for counsellor

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Step 10: Select the courses by checking the box beside the course name. Select OK.

Subject area	Explorations						
Instructions	Select > Explorations 8A <b>AND</b> 8B <b>OR</b> Select > Instrumental Music 8 - Concert Band <b>AND</b> Explorations 8B						

2 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	
<input checked="" type="checkbox"/>	MADGE08EXA	ADST 8 - General Explorations 8A	Regular	0.0			
<input checked="" type="checkbox"/>	MADGE08EXB	ADST 8 - General Explorations 8B	Regular	0.0			
<input type="checkbox"/>	MMU--08-BA	Instrumental Music 8 (Concert Band)	Regular	0.0			

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	MADGE08EXA	ADST 8 - General Explorations (Modules)	N	0.0
		MADGE08EXB	ADST 8 - General Explorations (Modules)	N	0.0
<input type="button" value="Select..."/>	Outside the Timetable				
<input type="button" value="Select..."/>	Academies				

### 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.