

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. 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/aspen> using the user name and password supplied.

Username: 99999999

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 address bar displaying [myeducation.gov.bc.ca/aspen/login.do](https://www.myeducation.gov.bc.ca/aspen/login.do). A red box labeled '1' points to the URL in the address bar, with an arrow indicating it was 'URL Pasted here'. The page header includes the British Columbia MyEducationBC logo and a navigation bar with links like 'Apps', 'Apple', 'News', 'Popular', 'Facebook', 'Google', 'Delta School Distr...', 'Admin Connect', 'Employee Connect', 'MyEd LogOn', 'myeducation bc r...', and 'MyEducation BC:...'.

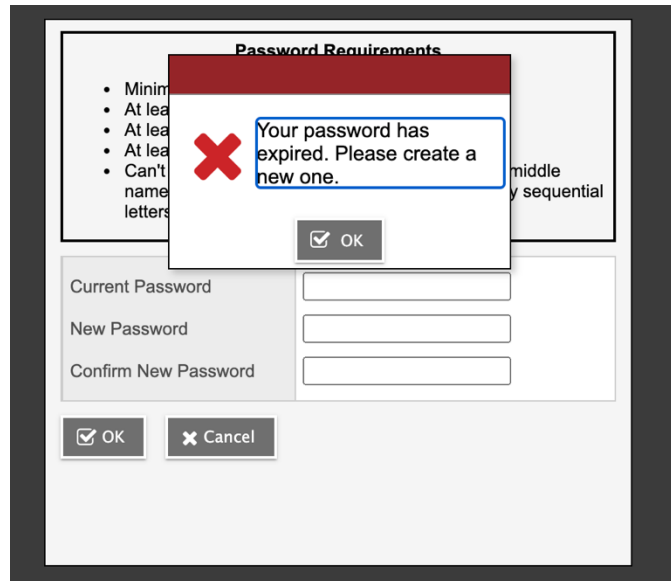
The main content area is titled 'MyEducation BC Prod' and contains a login form. The form has two input fields: 'Login ID' and 'Password'. A red box labeled '2' points to the 'Login ID' field with the instruction 'Type Username (MyED student number) here: eg. 99999999'. A red box labeled '3' points to the 'Password' field with the instruction 'Type the password you were given in your email: eg. gyro205LIFE'. Below the password field is a link that says 'I forgot my password'. At the bottom of the form is a 'Log On' button. A red box labeled '4' points to the button with the instruction 'Select Log On'.

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.

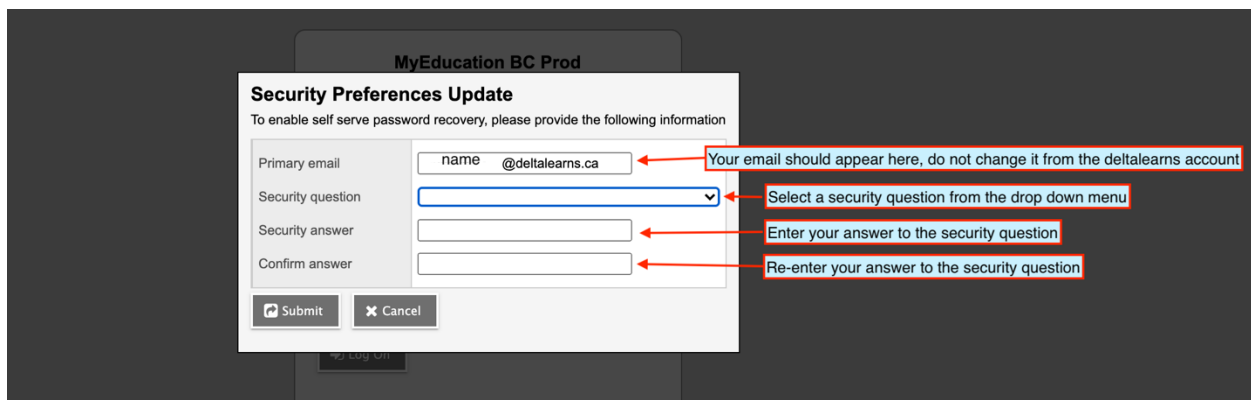


MyED BC has some specific rules regarding your new password:

- 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.



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: 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

Demographics Addresses Photo

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

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

Lastname, Firstname ▼ Log Off

PagesMy InfoAcademicsGroupsCalendarLocker

Requests

My Details

Transcript

Current Schedule

Contacts

Attendance

Assessments

Notifications

Requests

Requests Details

Graduation Progress

Options▼Reports▼Help▼Search on CrsNo

<< Exit entry mode

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>Select...</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
<div>Select...</div>	Explorations				
<div>Select...</div>	Outside the Timetable				
<div>Select...</div>	Academics				

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>Select...</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
<div>Select...</div>	Explorations				
<div>Select...</div>	Outside the Timetable				
<div>Select...</div>	Academics				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<div>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 AND 8B OR Select > Instrumental Music 8 - Concert Band AND Explorations 8B						

Select All 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			

OK Cancel

These courses will show up on the main request page.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
	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	MADGE08EXA	ADST 8 - General Explorations (Modules)	N	0.0
		MADGE08EXB	ADST 8 - General Explorations (Modules)	N	0.0
	Outside the Timetable				
	Academies				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
	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.