

Grade 8-11 Online MyEd BC Course Selection Instructions

This document outlines the steps you will need to follow in order to complete your online course requests through the MyEd BC portal. If you have any questions in regards to course selection please contact your counsellor. The MyEd BC portal will be open for course selection from Feb 11-25. Please follow the instructions carefully and take the process seriously. We build the timetable based on the information gathered from student requests. The [Burnsview Course Guide](#) is aligned with selections in MyEd. Refer to this guide for helpful course selection information.

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1. Log in to <https://www.myeducation.gov.bc.ca/aspden> with your MyEd Username and Password.
2. Click on the URL or copy and paste it into an internet browser. It should take you to a screen that looks like this:

myeducation.gov.bc.ca/aspden/logon.do

URL Pasted here 1

MyEducation BC Prod

Login ID

Type Username (MyED student number) here: eg. 9999999 2

Request an account

Password

Type the password you were given in your email. eg. gyro205LIFE 3

I forgot my password

Log On Select Log On 4

3. Login
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.

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

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

System Maintenance & Announcements

Welcome to MyEducation BC PRODUCTION

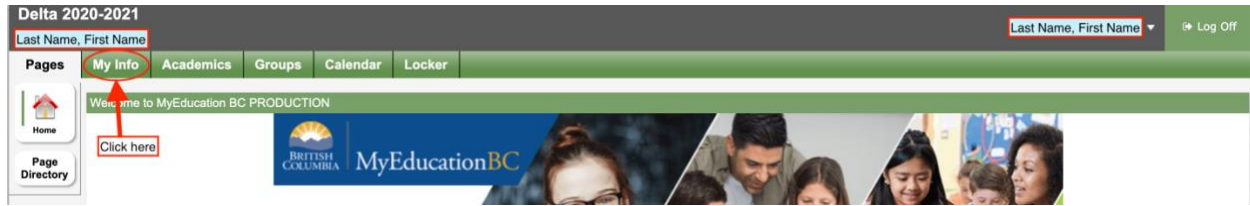
Production Infrastructure Upgrade to Azure Completed Successfully

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.

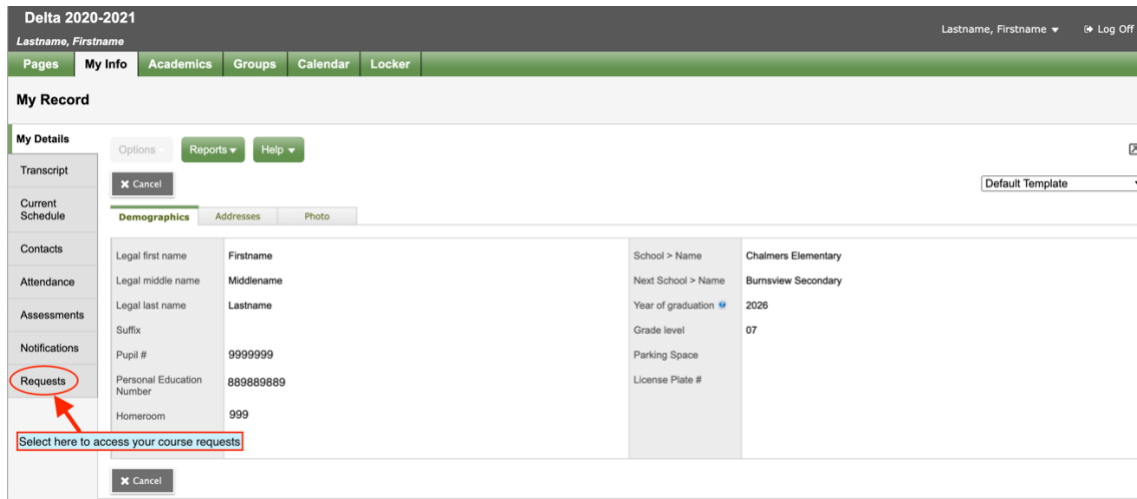
Weekly Maintenance Windows - Outages may be required

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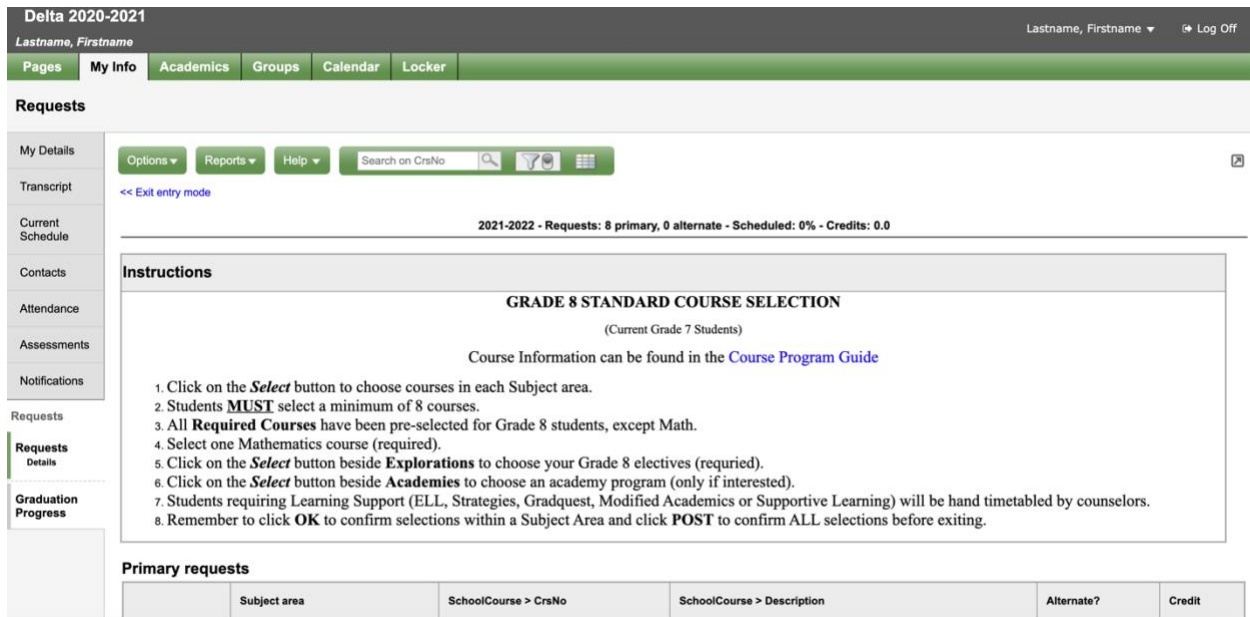
5. Click on the My Info Top Tab underneath your name.



6. Select the Requests side tab.



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



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8. Scroll down to the portion of the page where you can select your requests. In some instances, such as the sample below, your required courses are already selected for you.
9. Click on the select button to open your choices.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/> Required Courses Select this to open your choices for the grade 8 explorations		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				
<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

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

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		

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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

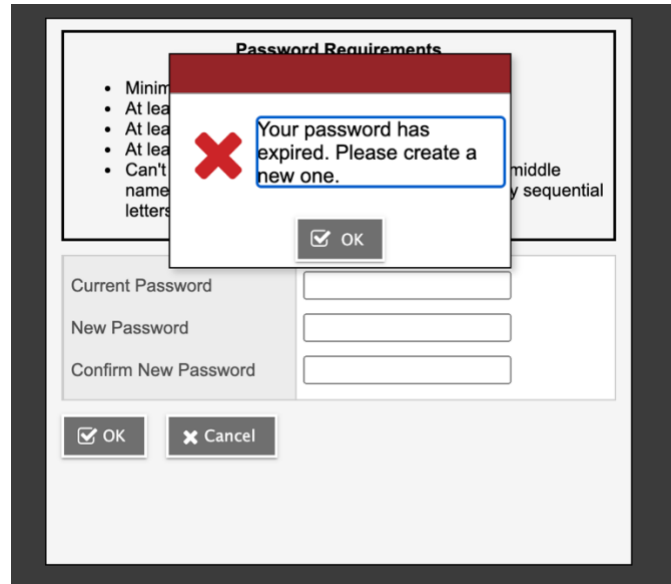
If you have specific information for your secondary school counsellor, you can type a message in the Notes for Counsellor box.

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.

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Sometimes you may 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.

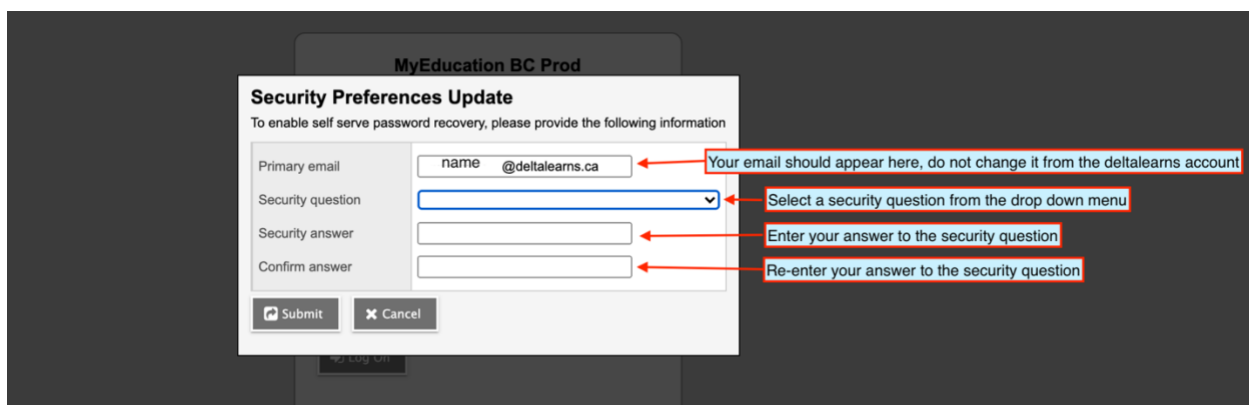


MyEd BC has very specific rules regarding your new password:

- 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.

Select and answer the security question and confirm the answer.



Select the submit button.

If you are unable to reset your password or you are locked out of MyEd, please see and admin assistant in the office.