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: Check your Deltalearns account. You should have received and 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: 9999999
Password: gyro205LIFE

Step 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:
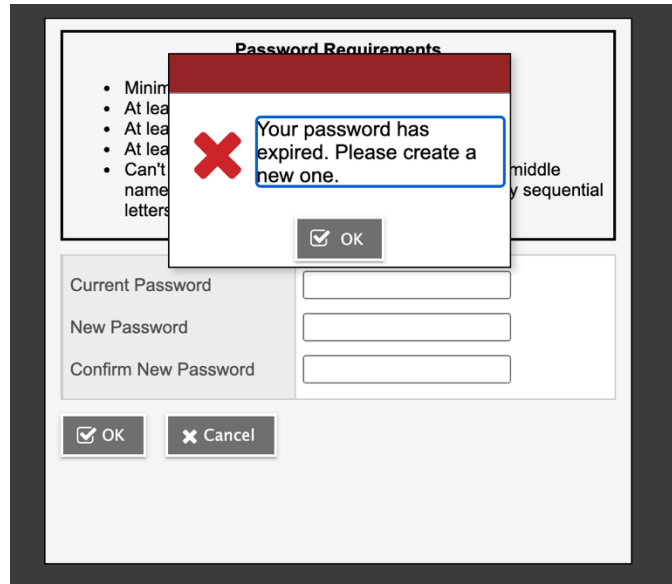

1. URL Copied and pasted into the browser.
2. Type or copy and paste the Username from your email into here.
3. Type or copy and paste the password from your email into here.
4. Select the Log On button.

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Step 3: 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.
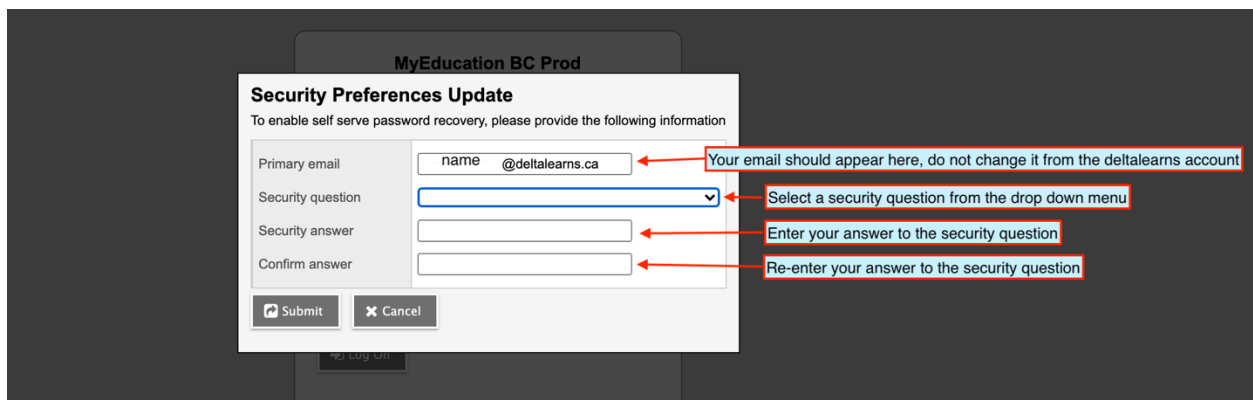4. Re-type your new password into the Confirm New Password Box.

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 4: Select and answer the security question.

Select the submit button.

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Step 5: 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 6: Click on the My Info Top Tab underneath your name.

Step 7: Select the Requests side tab.

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

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.

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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	Prequisite	Status	
☑	MADGE08EXA	ADST 8 - General Explorations 8A	Regular	0.0			
☑	MADGE08EXB	ADST 8 - General Explorations 8B	Regular	0.0			
☐	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
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
Select...	Explorations	MADGE08EXA	ADST 8 - General Explorations (Modules)	N	0.0
		MADGE08EXB	ADST 8 - General Explorations (Modules)	N	0.0
Select...	Outside the Timetable				
Select...	Academies				

Alternate requests

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