Verifying Course Requests from Student Family Portal

1. Log into the **MyEd BC Student Family Portal**
2. Click on the **My Info** top tab
3. Click on the **Requests** side tab
4. You will see the **Requests** sub-side tab
5. You will see one of three titles here:
   a. **Entry mode not available**
      i. No action required
   b. **Entry mode >>**
      i. No action required
   c. **<< Exit entry mode**
      i. Click on this hyperlink to exit entry mode
6. Information used for scheduling building purposes
   a. Supplementary school documentation should be referred to for course selection requirements
7. Course requests will be listed here
8. Course request changes will be listed here