

Online Course Requests Instructions



Logging on to MyEdBC



Go to the MyEdBC website: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

Log in to MyEdBC as you usually do with your Login ID and your Password.

Login ID: Your student #
Password: Your password

The screenshot shows the login interface for MyEducation BC Prod. It features two input fields: 'Login ID' and 'Password'. Below the password field is a blue link that says 'I forgot my password'. At the bottom left, there is a 'Log On' button with a right-pointing arrow.

If you have forgotten your password, enter your student number in Login ID and click [I forgot my password](#). An email will be sent to you to reset the password.

You may be prompted to change your password. **'Current Password'** is the Password you or your parent have been using. Enter a **'New Password'** and **'Confirm New Password'**. Password requirements are displayed behind the red warning message.

Example Password: Jan\$2021 (it has a symbol, numbers, upper and lower case letters and has to be a minimum of 8 characters)

Record your password here: _____
(take a picture of your password)

The screenshot shows a 'Password Requirements' dialog box with a red header and a large red 'X' icon. The message reads: 'Your password has expired. Please create a new one.' Below the message is an 'OK' button. In the background, a form for password change is visible, with fields for 'Current Password', 'New Password', and 'Confirm New Password'. A list of password requirements is also partially visible: '• Minimum 8 characters', '• At least one uppercase letter', '• At least one lowercase letter', '• At least one number', '• At least one special character', and '• Can't contain name letters'. Other text in the background includes 'middle' and 'y sequential'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The screenshot shows the 'Security Preferences Update' form. It includes the following fields: 'Primary email' (text input), 'Security question' (dropdown menu), 'Security answer' (text input), and 'Confirm answer' (text input). At the bottom, there are 'Submit' and 'Cancel' buttons.

You will be prompted to enter your Security Preferences. Enter an email address in case you forget your password **(Enter the email address you use most frequently)**.

Be sure to choose a security question and answer that you will remember.



Making Your Online Course Requests

When you log onto your MyEdBC Family Portal you are able to select Course Requests. To enter your course requests, first select the **My Info** top tab and then the **Request** side tab. On this page, you will also see **Instructions** with some information. Please read!

It may be helpful to view the Windermere Grade 9-11 Course Planning Guide. It provides descriptions to all of the courses available to you at Windermere. You can find it [here](#).

Instructions

Welcome Next Year's Grade 9s!

Online course selection for next year's grade 9 students is available from **January 29th to February 6th**. After February 6th, course changes cannot be made online. Your counsellor, Ms. Kim, will be reviewing your choices and will be providing you with a Course Verification Form in early March with instructions on how to make any necessary changes.

Please read the following carefully:

Grade 9 students must be **enrolled in 9 courses** (6 required courses and 2 electives).

Students entering grade 9 next year are **required** to take:

- English 9
- Social Studies 9
- Science 9
- Math 9
- Physical and Health Education 9
- Language 9

Students in grade 9 must also choose **2 elective courses** from any of the following areas:

- ADST: Business Education
- ADST: Home Economics
- ADST: Culinary Arts
- ADST: Technology Education
- ADST: Information and Communications Technology
- Arts Education: Instrumental Music
- Arts Education: Choral Music
- Arts Education: Dance
- Arts Education: Digital Imaging and Photography
- Arts Education: Drama
- Arts Education: Visual Art
- Other

Students are also required to choose **2 alternate elective** courses.

Be sure to review your course selections with your parent/guardian. If you have questions or are unable to select a course that you want to enroll in, please leave a note for your counsellor.

Press **Select** below to begin your course selection.

Primary requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Academic	MBI-12-S	SC: BIOLOGY 12	N	4.0
	MEN-12-S	EN: ENGLISH 12	N	4.0
	MFOM-12-S	MA: FOUNDATIONS OF MATHEMATICS 12	N	4.0
	MGEO-12-S	SS: GEOGRAPHY 12	N	4.0
Elective	MCAFT12-S	CAFETERIA TRAINING 12	N	4.0
	MCJ-12-S	CARPENTRY & JOINERY 12	N	4.0
	MDNC-12-S	FA: DANCE: CHOREOGRAPHY 12	N	4.0
	MFR-12-S	FRENCH 12	N	4.0

**** The screen shots are examples. In MyEdBC the courses listed will be applicable to your grade level. Make sure to click on “Entry Mode>>” in the top left corner if you see it. ****

Primary Requests

Primary requests refer to your first-choice course selections within each available Subject Area. To choose from a list of available requests (courses) click the **Select** button:

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
	Academic	MBI-12-S	SC: BIOLOGY 12	N	4.0
		MEN-12-S	EN: ENGLISH 12	N	4.0
		MFOM-12-S	MA: FOUNDATIONS OF MATHEMATICS 12	N	4.0
		MGEO-12-S	SS: GEOGRAPHY 12	N	4.0
	Elective	MCAFT12-S	CAFETERIA TRAINING 12	N	4.0
		MCJ-12-S	CARPENTRY & JOINERY 12	N	4.0
		MDNC-12-S	FA: DANCE: CHOREOGRAPHY 12	N	4.0
		MFR-12-S	FRENCH 12	N	4.0

Be sure to **read any additional instructions** provided. There may be more than one page of requests available to choose from. Use the *drop-down menu* and/or the *forward and back arrows* to move between pages of requests:

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite
<input type="checkbox"/>	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0	

Select course requests by **placing a check mark next to the course(s) you are selecting** and click **OK**:

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	MCOM-12--S	EN: COMMUNICATIONS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MFOM-12--S	MA: FOUNDATIONS OF MATHEMATICS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MBI--12--S	SC: BIOLOGY 12	Regular	4.0		
<input type="checkbox"/>	MCH--12--S	SC: CHEMISTRY 12	Regular	4.0		
<input type="checkbox"/>	MPH--12--S	SC: PHYSICS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MGEO-12--S	SS: GEOGRAPHY 12	Regular	4.0		
<input type="checkbox"/>	MHI--12--S	SS: HISTORY 12	Regular	4.0		

4 of 8 selected

OK Cancel

There may be more than one Subject Area to choose requests from. **Repeat** this process for each Subject Area you need to select Requests from.

Alternate Requests

You must **choose two Alternate elective courses**.

When you click on the *Select* button you will notice an additional column titled *Alternate priority* which allows you to prioritize your course selections:

Subject area	Alternate						
Instructions	Select Alternate Courses Further information can be provided here.						
< 1:10 MAF--12--S		2 of 22 selected					
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input checked="" type="checkbox"/>	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0			<input type="text" value="1"/>
	MAT--12--S	AUTOMOTIVE TECHNOLOGY 12	Regular	4.0		Course in progress	<input type="text" value="0"/>
	MCAFT12--S	CAFETERIA TRAINING 12	Regular	4.0		Course in progress	<input type="text" value="0"/>
<input type="checkbox"/>	MCALC12--S	MA: CALCULUS 12	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MCJ--12--S	CARPENTRY & JOINERY 12	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MDFT-12--S	FA: MEDIA ARTS: FILM & TELEVISION 12	Regular	4.0			<input type="text" value="2"/>
<input checked="" type="checkbox"/>	MDNC-12--S	FA: DANCE: CHOREOGRAPHY 12	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MDNP-12--S	FA: DANCE: PERFORMANCE 12	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MFDN-12--S	HE: FOODS AND NUTRITION 12	Regular	4.0			<input type="text" value="0"/>
<input type="checkbox"/>	MFR--12--S	FRENCH 12	Regular	4.0			<input type="text" value="0"/>
<input checked="" type="checkbox"/> OK		<input type="checkbox"/> Cancel					

Posting

Once you have completed your course selection you must click the **Post** button at the bottom of the entry mode screen. You are able to re-post your course selections as long as the course selection window is open.

<input checked="" type="checkbox"/> Post	Last posted time:	Approved time:
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Help

If you have any questions, please email your school counsellor.