Online Course Requests Instructions



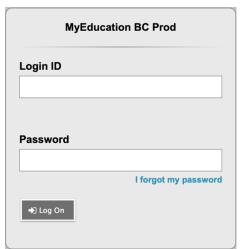
Logging on to MyEdBC



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



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)

Password Requirements Minim	
At lea At lea At lea At lea Can't name letters At lea ON Your password has expired. Please create a new one.	middle y sequential
Current Password	_
New Password	
Confirm New Password	
☑ OK X Cancel	

Security Preferences Update To enable self serve password recovery, please provide the following information Primary email Security question Security answer Confirm answer **Cancel**

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).

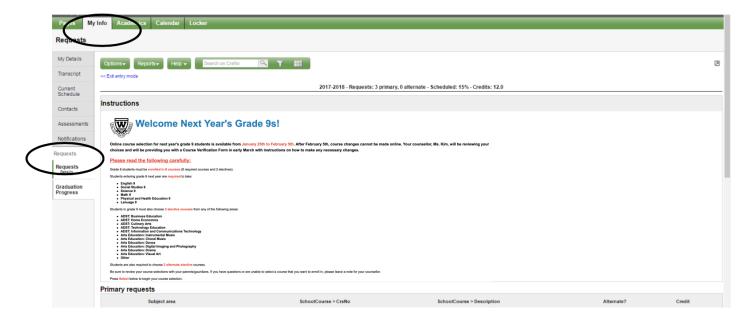
Be sure to choose a security question and answer that you will remember.



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 Windemere Grade 9-11 Course Planning Guide. It provides descriptions to all of the courses available to you at Windermere. You can find it <u>here</u>.



** 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

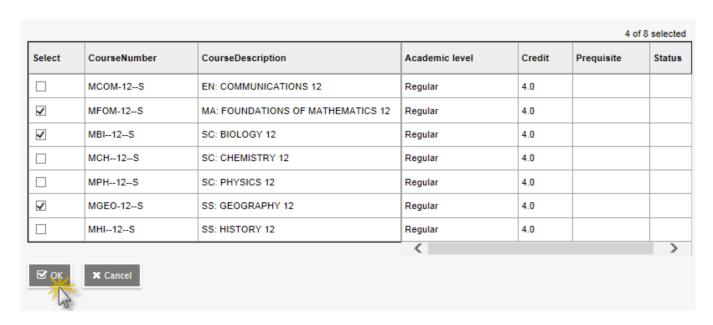
Primary requests refer to your first-choice course selections within each available Subject Area. To choose from a list of available requests (courses) click the **Select** button:

Sul	bject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
& Select Academic	MBI-12S	SC: BIOLOGY 12	N	4.0	
	Academic	MEN-12-S	EN: ENGLISH 12	N	4.0
		MFOM-12-S	MA: FOUNDATIONS OF MATHEMATICS 12	N	4.0
		MGEO-12S	SS: GEOGRAPHY 12	N	4.0
& Select. Elective		MCAFT12-S	CAFETERIA TRAINING 12	N	4.0
		MCJ-12-S	CARPENTRY & JOINERY 12	N	4.0
	octive	MDNC-12S	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 course requests by placing a check mark next to the course(s) you are selecting and click **OK**:

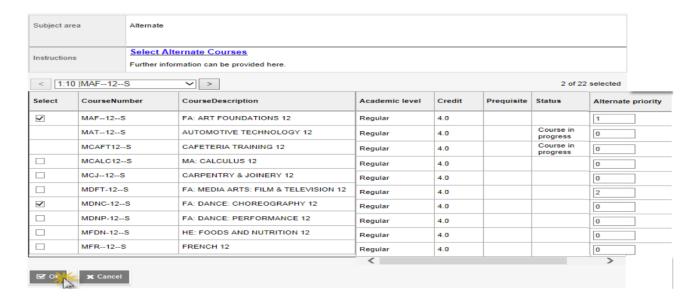


There may be more than one Subject Area to choose requests from. **Repeat** this process for each Subject Area you need to select Requests from.

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:



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.



Help

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