



Making Course Requests Student Family Portal

1. Log into [MyEd BC](#)
2. Click on the **My Info** top tab
3. Click on the **Requests** side tab

Vancouver

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Requests

My Details Options Reports Help Search on CrsNo

Current Schedule

Contacts

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Requests Details

If you see this screen you are on the summary page of your course requests

4. School year of requests made
5. Number of request made
6. Number of alternate requests made
7. Percent scheduled (ignore this value)
8. Number of credits possible with requests made
9. Click on the **Entry Mode >>** hyperlink to go to the course request entry screen
 - If you see **“Entry Mode Unavailable”**, contact your school to have them open the course request entry window for you to proceed

Vancouver

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Current Schedule Entry mode >> 9

Contacts 2020-2021 - Requests: 0 of 6 selected primary, alternate - Scheduled: - Credits: Build Year

Attendance

Requests

Requests Details

If you see this screen you are in the course request entry mode

10. Read the instructions for the grade that you are entering
11. Click on a **Select...** button to see available courses for a particular subject area of course type

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Current Schedule << Exit entry mode

Contacts 2020-2021 - Requests: primary, alternate - Scheduled: - Credits:

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Requests

Requests Details

Primary requests

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

12. Confirm Subject area
13. Read the instructions for this subject area or course type
14. Use the arrow buttons or drop-down menu if there is more than one page of courses to choose from
15. Click the **checkbox** of the course(s) you want to request
16. Click the **OK** button
17. Repeats **steps 11 to 16** for all Subject areas as instructed by your school

Subject area 12

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< 1: 14 > 1 of 12 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input checked="" type="checkbox"/> 15						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

OK 16

18. Type in notes for your counsellor to see
19. Click the **Post** button
20. A time stamp is created if you have successfully posted your course requests
 - You will be able to change and repost your course requests until the entry window is closed or your course requests have been approved
21. A time stamp is created when your counsellor has approved your course requests.
 - You will not be able to change or repost your requests after this time without speaking with your counsellor first

Notes for counsellor

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19 Last posted time: 20 Approved time: 21