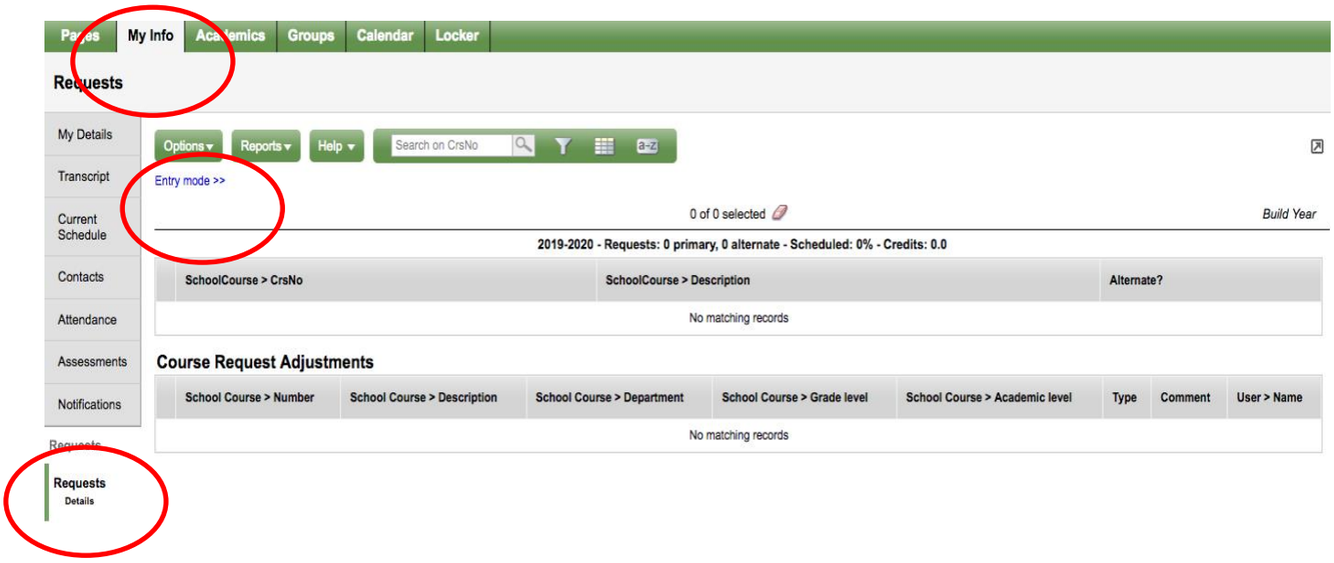
MYEDUCATION BC ONLINE COURSE ENTRY STUDENT INSTRUCTIONS

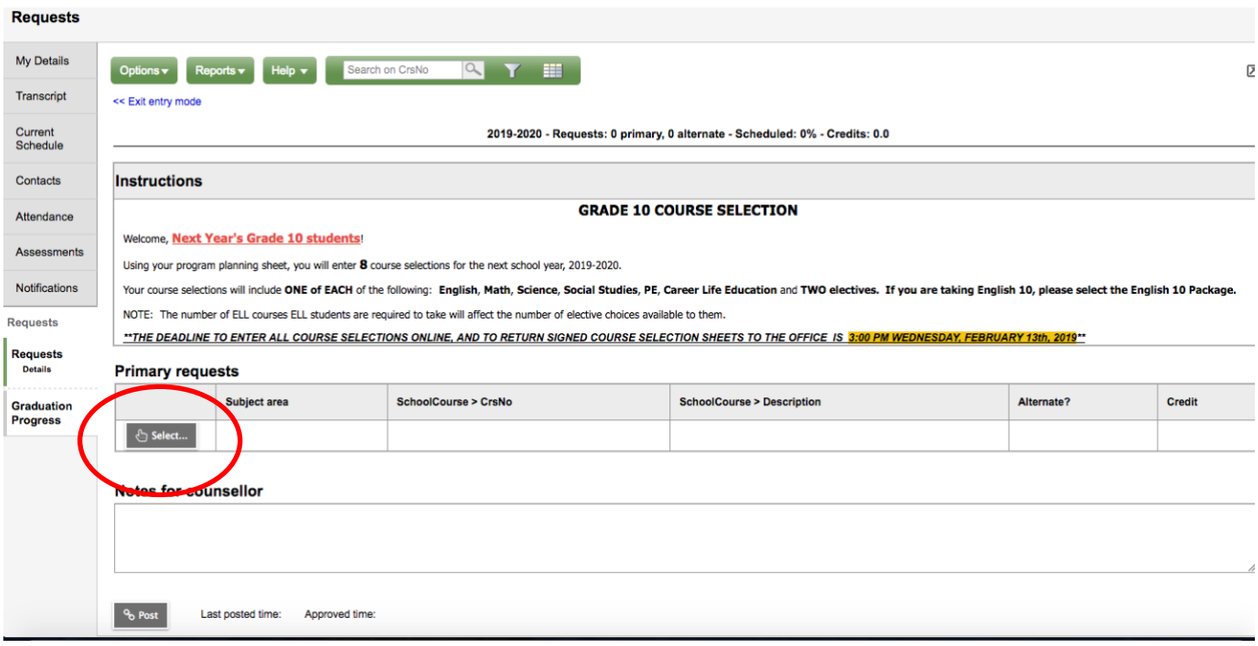
1. Login to your MyEducation BC student account at:
   https://www.myeducation.gov.bc.ca/aspen/logon.do

2. Click on the "**My Info**" top tab

3. Click on the "**Requests**" side tab



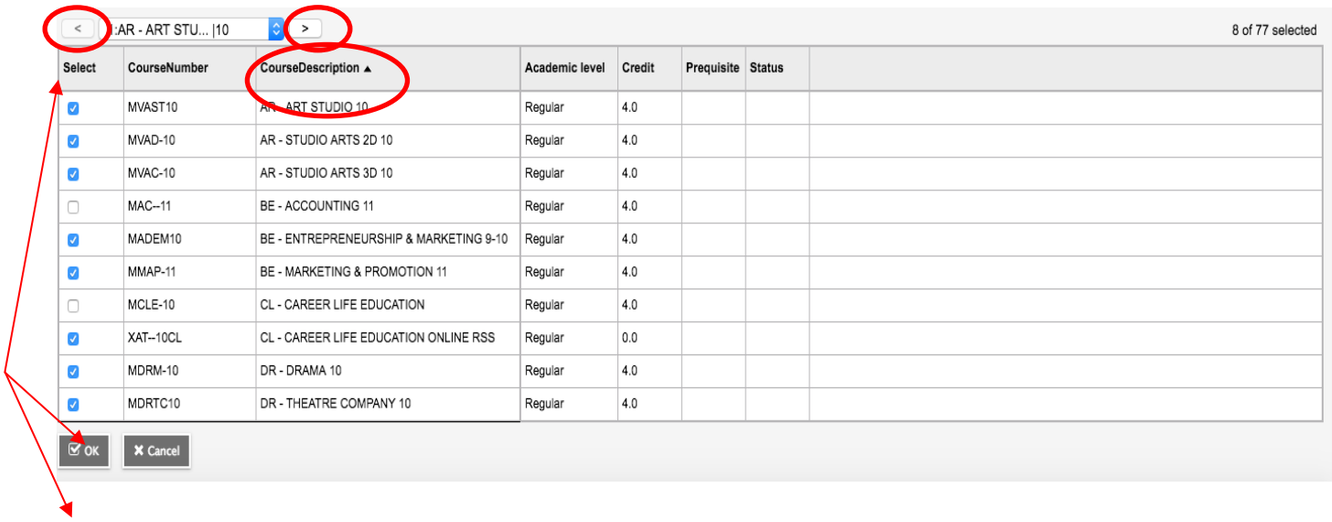
4. Click on "**Entry mode >>**"
   You will see 3 sections:
   - Instructions (Read!)
   - Primary Requests
   - Notes for Counsellor (Do not use - leave blank)



5. Click the Select... button in the "Primary Requests" section.

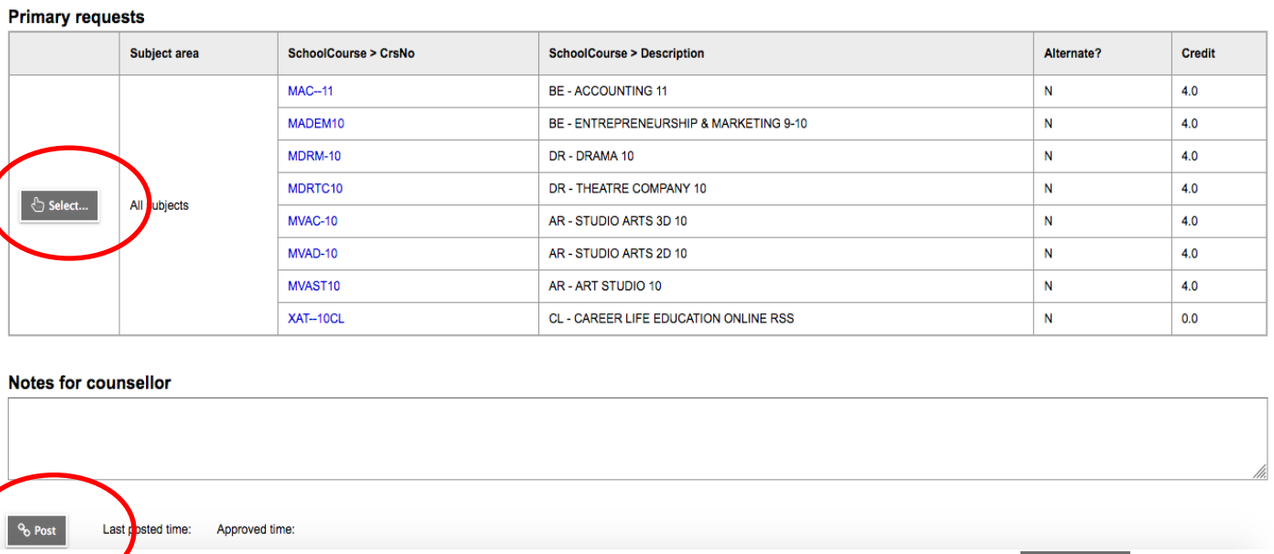
   The course catalogue list will appear.

6. Click the "**Course Description**" column header to organize the courses alphabetically.
   - Course names are organized by department and begin with the department code.
   - Use the "<" and ">" buttons to navigate through the course catalogue pages.



7. Select courses by clicking on the box next to the course in the "**Select**" column. (These courses should be the same ones listed on your program planning sheet.). When you are done making your selections, click the "**OK**" button.

8. Your selected courses will now appear in the "Primary Requests" section.
   - To get back to the course catalogue list to make changes or corrections, click Select...



program planning sheet. If the course selections are correct, click the Post button.

Your online course entry is now complete. Thank you!

IMPORTANT REMINDERS

- Access to the online entry system closes **3 PM Wednesday, February 4.**
- Program planning sheets must have a parent signature and are due to the counselling office by **3 PM Wednesday, February 4.**
- Counsellors will review and check all student course selections.