



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

The screenshot shows the MyEducation BC student account interface. The top navigation bar has tabs for 'Pages', 'My Info' (which is highlighted with a red circle), 'Academics', 'Groups', 'Calendar', and 'Locker'. The 'Requests' side tab is also highlighted with a red circle. The main content area shows 'My Details', 'Transcript', 'Current Schedule', 'Contacts', 'Attendance', 'Assessments', and 'Notifications'. The 'Requests' section is expanded, showing 'Course Request Adjustments' and a table with columns for School Course > Number, School Course > Description, School Course > Department, School Course > Grade level, School Course > Academic level, Type, Comment, and User > Name. The 'Entry mode >>' link is circled in red. The bottom left of the interface shows the 'Requests' side tab again, also circled in red.

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

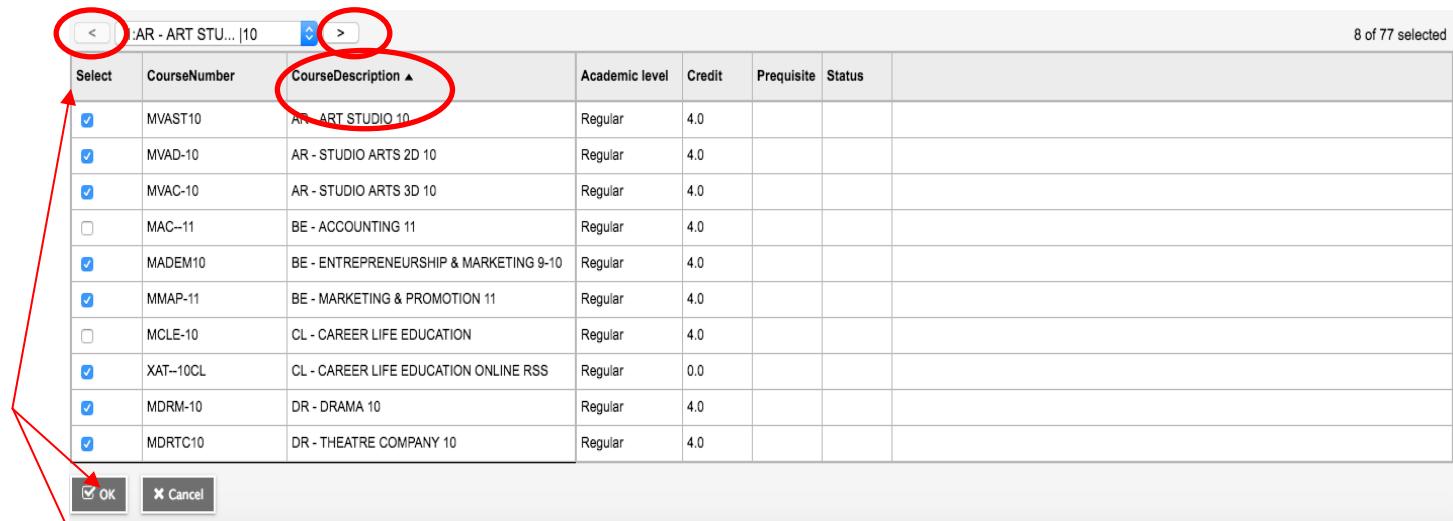
The screenshot shows the 'Entry mode' interface. The top navigation bar has tabs for 'My Details', 'Transcript', 'Current Schedule', 'Contacts', 'Attendance', 'Assessments', 'Notifications', 'Requests' (which is highlighted with a red circle), and 'Graduation Progress'. The main content area shows 'Instructions' and 'GRADE 10 COURSE SELECTION'. It includes a welcome message for 'Next Year's Grade 10 students!', course selection guidelines, and a note about ELL students. It also features a deadline: 'THE DEADLINE TO ENTER ALL COURSE SELECTIONS ONLINE, AND TO RETURN SIGNED COURSE SELECTION SHEETS TO THE OFFICE IS 3:00 PM WEDNESDAY, FEBRUARY 13th, 2019**'. The 'Primary requests' section is expanded, showing a table with columns for Subject area, SchoolCourse > CrsNo, SchoolCourse > Description, Alternate?, and Credit. A 'Select...' button is circled in red. Below the table is a 'Notes for counsellor' section with a text area.

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.



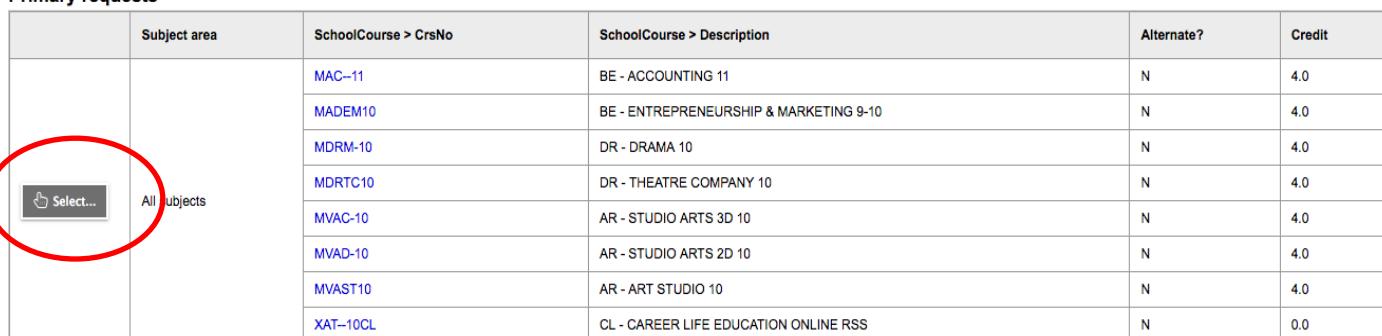
CAR - ART STU... 10							8 of 77 selected
Select	CourseNumber	CourseDescription ▲	Academic level	Credit	Prerequisite	Status	
<input checked="" type="checkbox"/>	MVAST10	AR - ART STUDIO 10	Regular	4.0			
<input checked="" type="checkbox"/>	MVAD-10	AR - STUDIO ARTS 2D 10	Regular	4.0			
<input checked="" type="checkbox"/>	MVAC-10	AR - STUDIO ARTS 3D 10	Regular	4.0			
<input type="checkbox"/>	MAC-11	BE - ACCOUNTING 11	Regular	4.0			
<input checked="" type="checkbox"/>	MADEM10	BE - ENTREPRENEURSHIP & MARKETING 9-10	Regular	4.0			
<input checked="" type="checkbox"/>	MMAP-11	BE - MARKETING & PROMOTION 11	Regular	4.0			
<input type="checkbox"/>	MCLE-10	CL - CAREER LIFE EDUCATION	Regular	4.0			
<input checked="" type="checkbox"/>	XAT-10CL	CL - CAREER LIFE EDUCATION ONLINE RSS	Regular	0.0			
<input checked="" type="checkbox"/>	MDRM-10	DR - DRAMA 10	Regular	4.0			
<input checked="" type="checkbox"/>	MDRTC10	DR - THEATRE COMPANY 10	Regular	4.0			

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 

Primary requests



	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
		MAC-11	BE - ACCOUNTING 11	N	4.0
		MADEM10	BE - ENTREPRENEURSHIP & MARKETING 9-10	N	4.0
		MDRM-10	DR - DRAMA 10	N	4.0
		MDRTC10	DR - THEATRE COMPANY 10	N	4.0
		MVAC-10	AR - STUDIO ARTS 3D 10	N	4.0
		MVAD-10	AR - STUDIO ARTS 2D 10	N	4.0
		MVAST10	AR - ART STUDIO 10	N	4.0
		XAT-10CL	CL - CAREER LIFE EDUCATION ONLINE RSS	N	0.0

Notes for counsellor



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