# Student Course Selection-Log in

A **Login ID** and a temporary **Password** will be provided to you when you activate your Student Portal account. Enter or click on the hyperlink for MyEdBC Student Portal: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

When you arrive at the home page you will see the log in window. Follow the directions below to complete the account activation:

* Enter your **Login ID** and temporary **Password**
* Click **Log On**
* You will be prompted to change your password. **‘Current Password’** is the temporary Password you were provided. Enter a **‘New Password’** and **‘Confirm New Password’**. Password requirements are displayed behind the red warning message.
* You will be prompted to confirm your email address and enter your **Security Preferences** by choosing a security question and answer that you will remember. This will allow you to use the **‘Forgot my Password’** function on the logon page, should you need to reset your password.





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# Student Course Selection-Account Preferences

## *****Preferences-*****After you have logged in, you can make changes to your preferences by selecting the drop-down arrow beside your name and *‘Set Preferences’* in the top right of the screen.

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***General*-** sets your ‘auto-save’ interval and records per page view.

***Security*-**show primary email address, and your security question and answer

***Communication***-regulates number of forum posts per page.



***Password Recovery****-*If you forget your MyEdBC Portal Password, you can click the *‘I forgot my password’* link on the login screen and an email will be sent to you with a new temporary password.

# Student Course Selection-Select Courses

1. Click on the **MyInfo** Top Tab (TT). Then go to the **Requests** Side Tab (ST). You will see the following screen:



This window has three different sections:

**Instructions-** Here you will find an overview of the courses and any notes regarding course selections for your grade. These will be similar to the instructions on your course planning sheet.

**Requests-** Primary requests are your course requests for the next school year (2020-2021). By clicking on the *Select* button on the bottom of your Instructions window you can view the course options for your grade level.

**Notes for Counsellor**- leave blank

1. Click on the **Select** button on the bottom of the instructions window. This will open a pop-up window that has the available course selections for your grade.
* Courses are sorted alphabetically by department
* You can scroll through the course options by using the tab at the top of the page



* You can sort your courses by description by clicking on the **Course Description** header
* Select your course choices by clicking on the check box beside the course. When you are done click **OK**



* When you have selected courses, you will see them in the **Primary Requests** window.



**Note:** Carefully check your course requests before closing your browser. These are the requests that will be submitted as your course requests for next year.

* If you see an error, click the **Select** button again and make your corrections.
* When all of your course selections are correct hit the **POST** button on the bottom of the window.

**Note:** Failure to **POST** your course selections will impact the course registration totals and may cause a course to be dropped due to lack of enrollment. Each time you make a change after posting, you must hit post again for the system to pick up the changes.