Instructions for Selecting Your Courses in MyEdBC

All course requests are being completed online. Please carefully follow the instructions below.

📅 **Course requests are to be completed by February 13**

If you want to make changes, you may submit multiple corrected course requests until the deadline.

✅💻 Please use a **Laptop or Desktop Computer** to initialize your Login account or reset a password.
Once your Login account is activated, you will be able to use a smartphone/tablet to access all info in the system.

🗔 **Pop Ups** should be **Enabled** for some features of the site to work properly.

Step 1

Go to the following website: https://myeducation.gov.bc.ca/aspen/logon.do

Step 2

❶ **Login ID**: Your student number (pupil number)

Password: default is Student$35 *(Case Sensitive),* most students have created their own password. Email EHeyes@sd35.bc.ca if you need assistance - include student #.
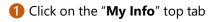
❷ **Current Password**: Student$35
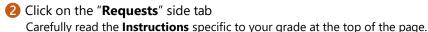**New Password**: enter your new password
Confirm New Password: enter your new password again

❸ Enter your **Primary Email Address**
Choose a **Security Question**
Enter your **Security Answer** then confirm your security answer. *(Case Sensitive)*

Step 3

❶ Click on the "**My Info**" top tab

❷ Click on the "**Requests**" side tab
Carefully read the **Instructions** specific to your grade at the top of the page.

❸ To make course selections click on "**Select**" button and then choose your course under **Primary Requests**.

❹ Select the courses you want by clicking on the box in the select column.
When you have selected all of your courses, click "**OK**".
If you were unable to complete your course selections with the options in the on-line course selection sheet, you can leave a note for the counsellor (bottom of the page).
Your selected courses will now appear in the "**Primary Requests**" section.
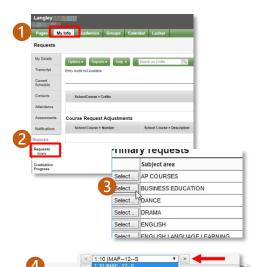
Double check carefully to make sure your course selections are correct.
If you see an ___Error___, click the "**Select**" button again and make your corrections.
If the courses are **Correct**, click the "**Post**" button (bottom left of the screen).

YOU MUST COMPLETE THIS STEP TO SUBMIT YOUR COURSE REQUEST.

If you have not completed all areas of the course selection sheet as required a warning message will appear. Read the warning carefully and return to the areas identified to correct any items missed in your course selection.
Click on the "**Post**" button again once corrections have been made.

A **GREEN** message will appear when course selections have been successfully posted.

There can be multiple pages of courses to select from. You can scroll through the courses by using the drop down list or (<) and (>) buttons.