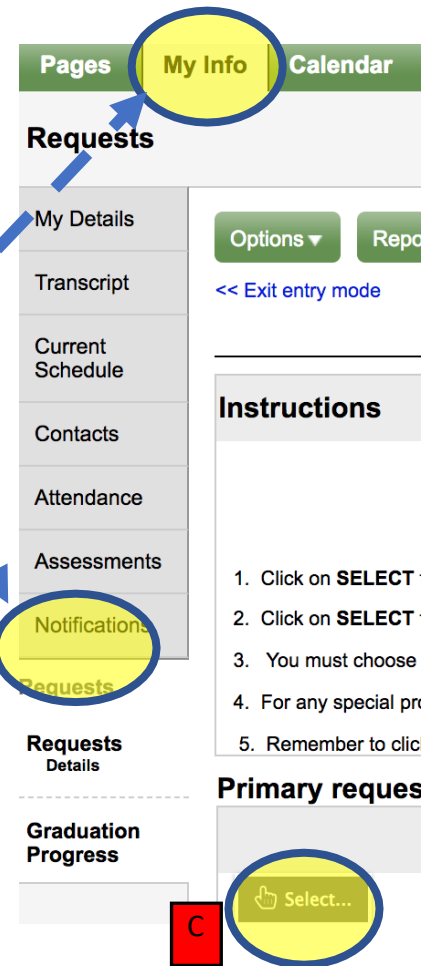


Student Course Request Entry in MyEd

1. Login to MyEd www.myeducation.gov.bc.ca/aspen
2. Enter your user ID (pupil number followed by nv ex. '123564nv') and password - your user ID and is on the white sticker on your course sheet!
 - a. You may immediately get a **"Password has Expired"** pop-up; click OK
 - b. Re-enter your password and then create your new password
 - i. Passwords must have 8 characters, 1 upper case letter, 1 numeral and a symbol
 - c. You may be prompted to enter an 'Email' for password recovery. Your email will be your SD44 email (ex. 012345s@sd44.ca)
 - d. You may be prompted to choose a security question and enter a response (choose something you will remember)
3. Please see next page for more specific password reset instructions.

Now you are in and can do the following...

- A. Click on the **"My Info"** tab along the top of the screen
- B. Click on the **"Requests"** side tab; check you are in Entry Mode
- C. Read the general instructions then click on the first **"Select"** button
- D. Use your sheet to choose the correct courses
- E. Select your alternate courses in "Alternates" section only
- F. When you are done selecting courses Click on **"Post"**
- G. **Log out!**
- H. **Return Signed/Completed Course Request Sheet to Office by March 3rd**



NOTE: **if you can't seem to see a course**, but it should be there to choose, **CLICK THE 'NEXT' ARROW** to see more items on the list of courses.

The screenshot shows a table of course options. At the top left, there is a search bar containing '1:30 | MMU--09BCB'. To the right of the search bar is a 'Next' arrow button, which is highlighted with a yellow circle and a blue dashed arrow pointing from the 'NOTE' text above. The table has the following columns: 'Select', 'CourseNumber', 'CourseDescription', 'Academic level', 'Credit', and 'Prerequisites'. The table contains three rows of course data.

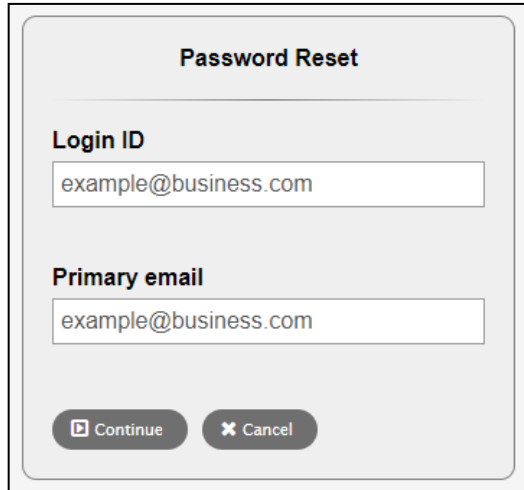
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisites
<input type="checkbox"/>	MMU--09BCB	MUSIC 9 BEGINNERS CONCERT BAND	Regular	0.0	
<input type="checkbox"/>	MMU--09-CB	MUSIC 9 CONCERT BAND	Regular	0.0	
<input type="checkbox"/>	MMU--09-CC	MUSIC 9 CONCERT CHOIR	Regular	0.0	

*Put courses in priority order on Course Request Sheet – but in MyEd, courses will appear in alphabetical order.

MyEducation BC Student Portal

How to reset your password

1. Go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>
2. Click "I forgot my password"
3. Enter your Login ID (pupil#nv eg. 123456nv)
4. Enter your Primary email (SD44 email eg. 012345s@sd44.ca), then click "Continue"

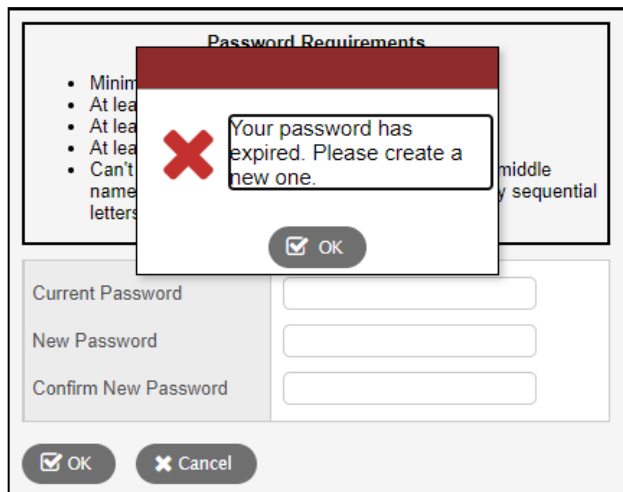


The screenshot shows a "Password Reset" form. It has two input fields: "Login ID" and "Primary email". Both fields contain the text "example@business.com". At the bottom of the form, there are two buttons: "Continue" and "Cancel".

NOTE:

If you have not set up your security question, or have forgotten the answer, you will not be able to reset your password using the "I forgot my password" link. Please contact the library or main office to have your password reset.

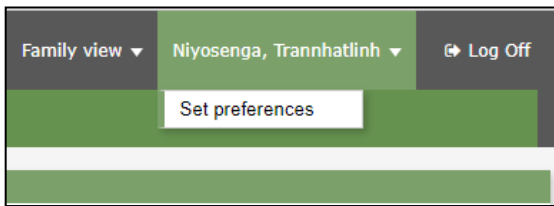
5. Answer the security question (See NOTE) then Click Submit
6. An email will be sent to you from syadmin@myeducation.gov.bc.ca with a temporary password
7. After you log in with the temporary password, you will be prompted to create a new password
8. Enter your current password (the temporary password you just received), then enter a new password and confirm the new password



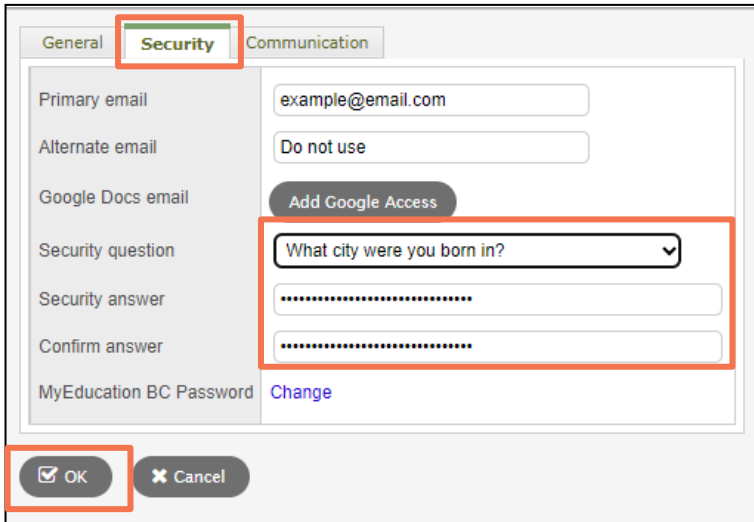
The screenshot shows a "Password Requirements" dialog box with a red 'X' icon. The message inside the dialog box reads: "Your password has expired. Please create a new one." Below the message is an "OK" button. In the background, a form is visible with fields for "Current Password", "New Password", and "Confirm New Password".

How to set up your security question:

After logging in, click your name in the top right corner



1. Click on *Set preferences*

A screenshot of the 'Security' tab in a user preferences window. The window has three tabs: 'General', 'Security', and 'Communication'. The 'Security' tab is selected and highlighted with a red box. The 'Security question' field is a dropdown menu with the text 'What city were you born in?' and a downward arrow, also highlighted with a red box. Below it are two text input fields for the 'Security answer' and 'Confirm answer', both containing masked characters (dots). At the bottom left, there are two buttons: 'OK' with a checkmark icon and 'Cancel' with an 'X' icon. The 'OK' button is highlighted with a red box.

2. Click the *Security* tab on the window that pops up

3. Select a security question and enter your answer

4. Click *OK*