

MyEducation BC Student Course Request Instructions

Planning for the 2025-2026 school year has begun and students are receiving course request forms during programming presentations from their grade counsellor. If you have not received one by **Feb 24**, please see your grade counsellor.

Once the MyEd portal is open and students have received their course request planning form they can begin requesting courses for the 2025-2026 school year. Students will be **entering their requests into MyEducation BC**. **The MyEd window for students to complete their course requests is open from 4 pm on February 10 to 3 pm on March 3, 2025.**

Step 1: Read up on the various course offerings. Information on all courses and programs is in the Course Programming Guide on our school website under Students, Course Programming: [Course Programming Guide](#). Our Programming Guide has information on all our courses and School District programs. You can also find more information on our District programs on the [NVSD Homepage](#).

Step 2: At home, discuss which courses your student would like to request next year. Please remember these are requests only; the school will attempt to satisfy every student's request, but there are many reasons why that may not be possible.

Some things to consider when requesting courses

1. Did I select all the required courses for graduation? (for Grade 10-12 students)
2. Am I interested in the course?
3. Will this course affect my plans for post-secondary education" (for Grade 11-12 students)
4. What is my back up plan? (alternate courses)

Step 3: Fill in the course request form with the appropriate course name and grade level (ex. Life Sciences 11). Course names can be found in the Course Programming Guide. A parent/guardian signature is required, so please complete steps 3 & 4 with at home

Step 4: Log into MyEducation BC: [MyEd](#). Students will need to log into their own MyEducation BC account.

For Students:

1. Login to MyEd is username = pupil#nv (Pupil numbers are located on your student IDcard; your MyEd username is **not** your school system username; ex. 132456nv)
2. You will likely need to reset your password or do a password recovery if you have not accessed MyEd since the fall. If you have never accessed MyEd, you will need to search your NVSD email inbox for a password reset message.

3. If you have forgotten your password, click on the “I forgot my password” link on the sign in page. Enter your username (as above) and primary email. Your primary email is likely your school email (#####s@sd44.ca) unless you changed it when you reset your MyEd password last year. Answer your recovery question that you set last time you were in MyEd.
4. If you still need help, come to the library, office, or see your counsellor to get a temporary, one-time use password.

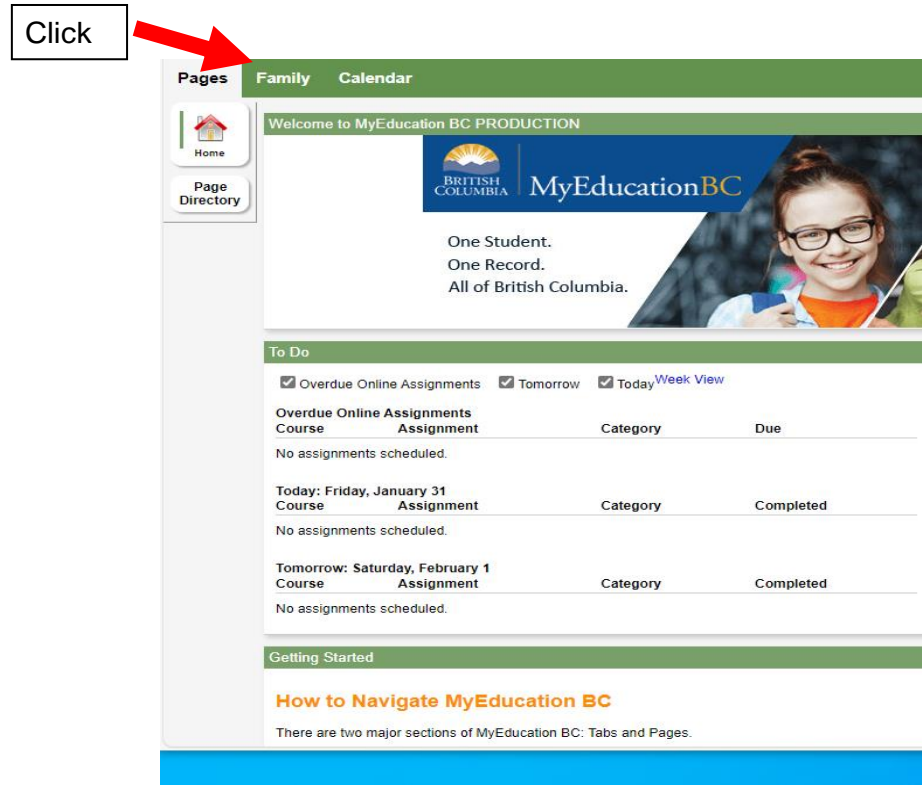
For Parents/Guardians:

1. Login to MyEd at <https://myeducation.gov.bc.ca/aspen/logon.do> (Note: if you have not accessed MyEd in the past 3 months, you are prompted to create a new password)
2. Click on the “Family” top tab
3. Click on the blue hyperlink for a particular student
4. Click on the “Schedule” side tab, then Requests.

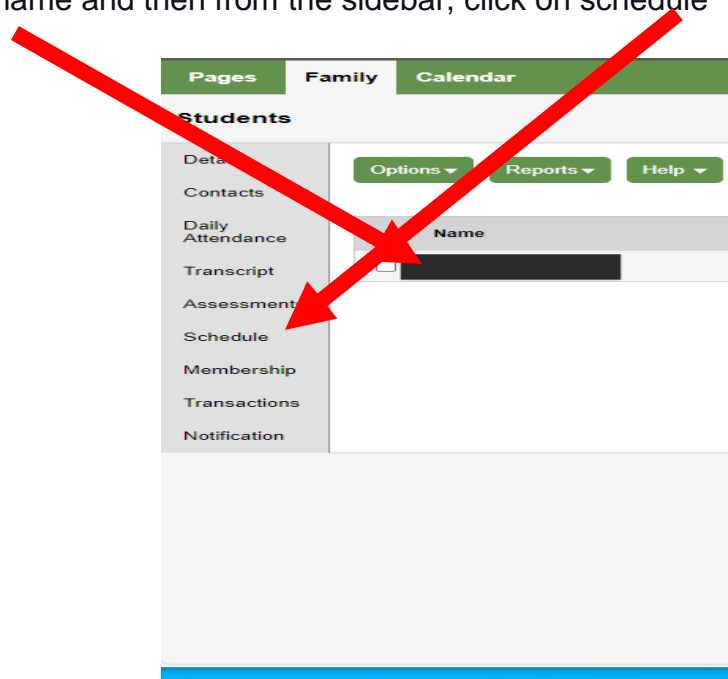
For Students as well as Parents/guardians. If you log into MyEd with your BC Services Card you will not have to reset your password every 90 days.

Step 5: You will be prompted to reset your password and enter a security question. When students first log in, they are asked to change their password and enter a new security question. The security question is required to retrieve login information if students forget their password.

Step 6: Once you have logged in. You will be in the MyEducation BC Student portal. In the student portal, you can view daily attendance and report cards for the current school year. **To enter your course request** — click on **"Family"** located on the top left-hand side.



Step 7: You will select your students name and then from the sidebar, click on schedule



Then click on "Requests"

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes items like Details, Contacts, Daily Attendance, Transcript, Assessments, Schedule, Requests, Membership, Transactions, and Notification. The 'Requests' item is highlighted with a dashed line. A red arrow points from the text 'Then click on "Requests"' to this item. The main content area shows a calendar view for '1 - Day 1' with a table of periods. The 'Requests' menu item is highlighted with a dashed line.

Pages Family Calendar

Students : 11 - [Redacted]

Options Reports Help

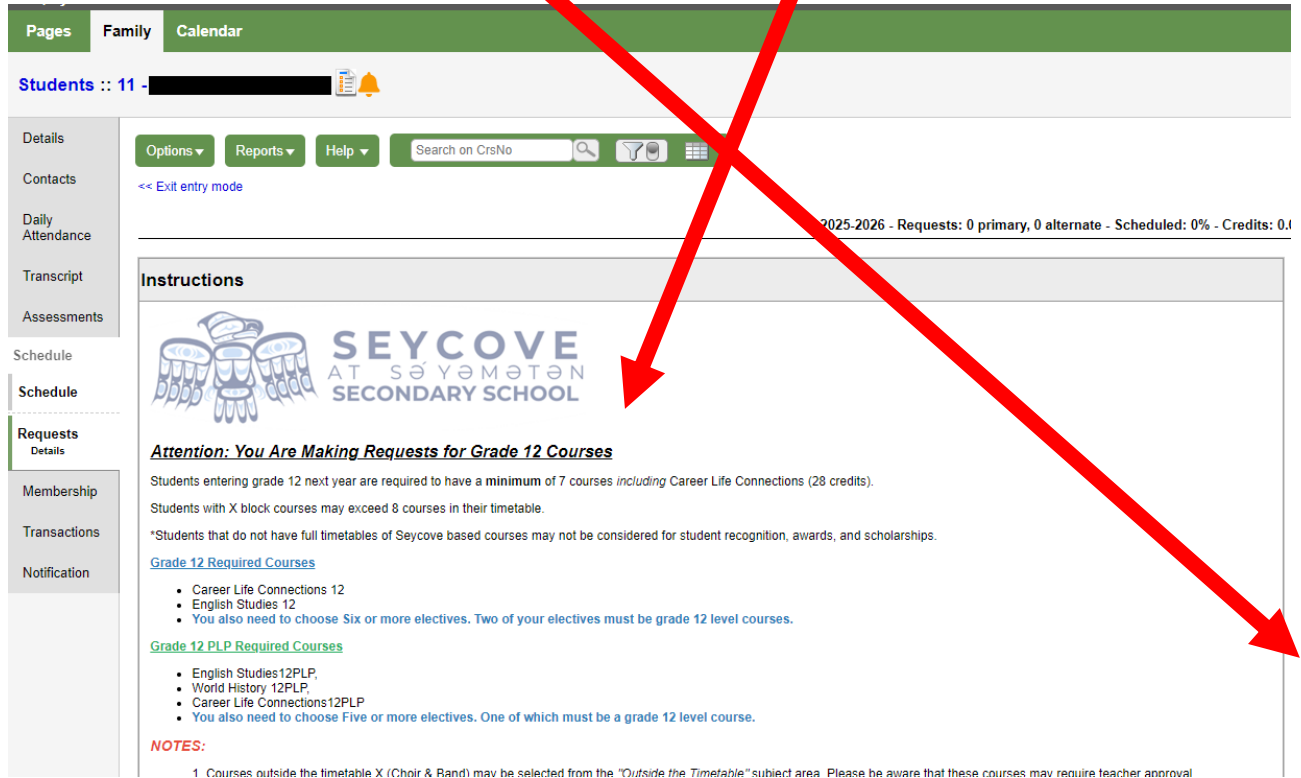
<< List view

Time TRI2

	1 - Day 1
1-Period 10	
2-Period 11	
3-Period 12	
4-Period 14	
5-Period 15	
6-Period 16	
7-Period 17	
8-Period 22	
9-Period 23	
10-Period 25	
11-Period 26	
12-Period 13	
13-Period 21	[Redacted]
14-Period 18	

<https://myeducation.gov.bc.ca/aspen/studentContextList.do?navkey=famil...>

Step 8: Follow the instruction in the main window box. The instructions are different for each grade. Use the scroll bar at the side to ***read all the instructions. Each Section will have instructions.***



The screenshot shows a web interface for a school. At the top, there are navigation tabs for 'Pages', 'Family', and 'Calendar'. Below this is a header area with 'Students :: 11' and a notification bell icon. A sidebar on the left contains various menu items: Details, Contacts, Daily Attendance, Transcript, Assessments, Schedule, Requests, Membership, Transactions, and Notification. The main content area features a search bar and a status bar for the 2025-2026 school year. The 'Instructions' section is highlighted, containing the school's logo and several paragraphs of text regarding course requirements for grade 12 students. A large red 'X' is drawn over the entire page, with two red arrows pointing from the top text towards the 'Instructions' section.

Pages Family Calendar


Students :: 11 - [bell icon]

Options Reports Help Search on CrsNo

<< Exit entry mode

2025-2026 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.1

Instructions



SEYCOVE
AT SĒYƏMƏTƏN
SECONDARY SCHOOL

Attention: You Are Making Requests for Grade 12 Courses

Students entering grade 12 next year are required to have a **minimum** of 7 courses *including* Career Life Connections (28 credits).
Students with X block courses may exceed 8 courses in their timetable.

*Students that do not have full timetables of Seycove based courses may not be considered for student recognition, awards, and scholarships.

Grade 12 Required Courses

- Career Life Connections 12
- English Studies 12
- You also need to choose Six or more electives. Two of your electives must be grade 12 level courses.

Grade 12 PLP Required Courses

- English Studies12PLP.
- World History 12PLP.
- Career Life Connections12PLP
- You also need to choose Five or more electives. One of which must be a grade 12 level course.

NOTES:

1 Courses outside the timetable X (Choir & Rand) may be selected from the "Outside the Timetable" subject area Please be aware that these courses may require teacher approval

Step 9: Complete your course requests by selecting courses. You will move through 4 selection windows:

1. **Grade (9 or 10 or 11 or 12) Required Courses**
2. **Grade (9 or 10 or 11 or 12) Electives**
3. **Grade (9 or 10 or 11 or 12) X Block Courses**
4. **Grade (9 or 10 or 11 or 12) Alternates**

****Some of your courses are required for students** - you will not be able to change those!**

I have completed registration for _____ through DL with School District # _____ (# or name of program)

Make Sure to:

- Follow the instructions on each page
- Use the scroll bar on the right side of your screen to scroll down through the instructions and lists of courses
- Select the minimum number of courses in order to complete each page and the full process
- Scroll through ALL pages: Core Courses, Electives, X Block Courses, and Alternates

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	Priority
Select...	Grade 12 Required Courses					
Select...	Electives					
Select...	X Block Courses					

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	Priority	Alt 1
Select...	Alternates						

Notes for counsellor

Post Last posted time: Approved time:

When you click on Select... a window with instructions and possible choices within that subject area opens. You will have to select each of the 4 subject areas.

In the pop-up screen, READ the instructions for each specific subject area.

Subject area: Grade 12 Required Courses

Instructions: SEYCOVE AT SƏYƏMƏTƏN SECONDARY SCHOOL

Select	CourseNumber	CourseDescription	Academic level	Cred
<input type="checkbox"/>	MENST12	ENGLISH STUDIES 12	Regular	4.0
<input type="checkbox"/>	MCLC-12	CAREER LIFE CONNECTIONS	Regular	4.0
<input type="checkbox"/>	MENST12PLP	ENGLISH STUDIES 12 PLP	Regular	4.0
<input type="checkbox"/>	MCLC-12PLP	CAREER LIFE CONNECTIONS PLP	Regular	4.0
<input type="checkbox"/>	MWH-12PLP	20th CENTURY WORLD HISTORY 12 PLP	Regular	4.0

Click on the check box to make the request. Once you have finished making your request, click "ok"

OK Cancel

You know the course has been selected when the check mark appears in the tick box.

You will make selections in these four “Subject Areas”:


1. Grade (9 or 10 or 11 or 12) Required Courses
2. Grade (9 or 10 or 11 or 12) Electives - this is a long list grouped by subject area.
3. Grade (9 or 10 or 11 or 12) X Block Courses
4. Grade (9 or 10 or 11 or 12) Alternates - this is a long list grouped by subject area.

Each section has a required number of choices in order to complete that area. The number of selections needed is noted in the instructions at the top of that section.

Overall, students will have to choose 8 classes and 3 alternates in order to be able to “Post” and complete their course requesting. Students who select X block courses will be able to select more than 8 primary courses.

You will need to use the drop down menu to move through all the electives/alternates possible. You can use the arrows beside the drop down menu to move from list to list as well.

Subject area: Electives

Instructions:  SEYCOVE AT SƏYƏMƏTƏN SECONDARY SCHOOL


< 1:10 |MSPLG12 >

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Priority
<input type="checkbox"/>	MSPLG12	SPOKEN LANGUAGE 12	Regular	4.0			0
<input type="checkbox"/>	MENFP12	ENGLISH FIRST PEOPLES 12	Regular	4.0			0
<input type="checkbox"/>	MACLV11	ACTIVE LIVING 11	Regular	4.0			0
<input type="checkbox"/>	MACLV12	ACTIVE LIVING 12	Regular	4.0			0
<input type="checkbox"/>	MFTCD11	FITNESS AND CONDITIONING 11	Regular	4.0			0
<input type="checkbox"/>	MFTCD12	FITNESS AND CONDITIONING 12	Regular	4.0			0
<input type="checkbox"/>	MMEDD11	MEDIA DESIGN 11	Regular	4.0			0
<input type="checkbox"/>	MMEDD12	MEDIA DESIGN 12	Regular	4.0			0
<input type="checkbox"/>	MVAPH11	PHOTOGRAPHY 11	Regular	4.0			0
<input type="checkbox"/>	MVAPH12	PHOTOGRAPHY 12	Regular	4.0			0

OK Cancel

Please prioritize alternates in rank order with #1 being the most desired.

Subject area: Alternates

Instructions:  SEYCOVE AT SƏYƏMƏTƏN SECONDARY SCHOOL

< 1:10 |MSPLG12 >

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	MSPLG12	SPOKEN LANGUAGE 12	Regular	4.0			0
<input type="checkbox"/>	MFOOD11	FOOD STUDIES 11	Regular	4.0			0
<input type="checkbox"/>	MFOOD12	FOOD STUDIES 12	Regular	4.0			0
<input type="checkbox"/>	MTXT-11	TEXTILES 11	Regular	4.0			0
<input type="checkbox"/>	MTXT-12	TEXTILES 12	Regular	4.0			0
<input type="checkbox"/>	MEC--12	ECONOMICS 12	Regular	4.0			0
<input type="checkbox"/>	MMEDD11	MEDIA DESIGN 11	Regular	4.0			0
<input type="checkbox"/>	MMEDD12	MEDIA DESIGN 12	Regular	4.0			0
<input type="checkbox"/>	MVAPH11	PHOTOGRAPHY 11	Regular	4.0			0
<input type="checkbox"/>	MVAPH12	PHOTOGRAPHY 12	Regular	4.0			0

OK Cancel

Step 10: When you have finished making your requests in each of the four areas. The final step is to “Post” (save) your requests.

Do not leave any notes in this section as this area is not seen by school staff. Write any notes for counsellors on your course planning form.

To make your requests final Click "Post"

The screenshot shows a web form for course requests. At the top, there are three fields: a dropdown menu with a hand icon and the text "Select...", a text field containing "X Block Course", and a text field containing "MMUCC10". Below these is a section titled "Alternate requests" which contains a table with three columns: "Subject area", "SchoolCourse >", and an empty column. The table has two rows: the first row has a dropdown menu with a hand icon and "Select..." in the first column, "Alternates" in the second column, and "MCSTU10" in the third column; the second row has "MSP--10" in the third column. Below the table is a section titled "Notes for counsellor" with a text area containing the text "please don't fill in!". At the bottom of the form is a "Post" button with a hand icon, and two text fields labeled "Last posted time:" and "Approved time:". Red arrows point from the text boxes on the left to the "Notes for counsellor" section and the "Post" button.

Step 11: After your courses are entered, return your signed course planning form to the office by Friday, March 3rd.

In April, a Course Request verification will be distributed to students to confirm your requests as well as provide an opportunity for making changes to the list of requested courses.

The window for students to enter their course request in the MyEducation BC Portal is February 10th to March 3rd.

All completed and signed course request forms must be returned to the main office by March 3rd, 2025.