

# INSTRUCTIONS FOR ON-LINE STUDENT COURSE REQUESTS: EMS

Step 1: Go to the following address:  
[www.myeducation.gov.bc.ca/aspen/logon.do](http://www.myeducation.gov.bc.ca/aspen/logon.do) or log in through Google



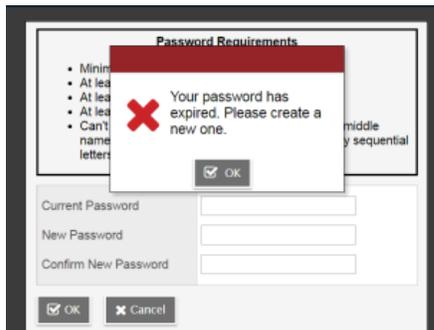
Step 2: Enter the Login ( Student Number) and Password: click on “<Log On>”.



If you able to Log On with your username (student number) and password proceed to Step 5  
If you have forgotten your password select, [I forgot my password](#)

Step 3: A screen will pop up prompting you to create a **new** password.  
Please follow the ‘password requirements’ outlined.  
You will need to re-enter your current password AND enter your NEW password twice.

**Password suggestions:** a name you will remember like your mom or dad’s, plus a symbol like \$ or # then a number. Password is only good 90 days, next time you change your password, just change the NUMBER. For example: Scott\$12 then Scott\$13



**IMPORTANT-PLEASE NOTE:**  
**Copy down your NEW PASSWORD** and keep it in a safe place for future reference. Take a picture with your phone.

Step 4: The next screen that appears will be asking you select a security question and answer that will enable you to recover your password in the future.

Please enter a primary email address in to email appears in the first box. One you use! Select a 'Security Question' that you will remember the answer to. Provide and confirm your answer. Click **<Submit>**.

Step 5: Select **My Info** on the top tab

Step 6: Select **Requests** on the side tab

## Step 7: Review Instructions for English and French Immersion Programs by Grade: See examples below.

**Requests**

My Details | Options | Reports | Help | Search on CrsNo

Transcript << Exit entry mode

Current Schedule 2019-2020 - Requests: 3 primary, 0 alternate - Scheduled: 19% - Credits: 10.0

Contacts

Assessments

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### Instructions



**Going into Grade 10, English-Language Program? Then you are in the right place!**

Students entering the Grade 10 English-Language program next year will be making requests based on the following requirements:

- English 10; Choose one of the English courses in the selection box
- Math 10; Choose one of the Math courses in the selection box
- Science 10 (pre-selected)
- Social Studies 10 (pre-selected)
- Career Life Education 10 (2 credit non-enrolling course - 9th course) (pre-selected)
- Physical and Health Education 10 or
  - PHE 10 with Band 10 year-long (2 Courses)
  - PHE 10 with Rec Leadership 10 year-long (2 courses)
  - Hockey Academy 10 - PHE 10 and one elective (2 courses)
- Three additional elective courses or two if you selected PHE 10/Band or Rec Lead, or Hockey Academy
- In addition, students may choose the following as a tenth course: Jazz Band 10 (before school)
- Two Alternate Courses (You cannot repeat courses you have already requested above)

**Notes:**

- One of the Ministry of Education graduation requirements is that students are required to take at least one Fine Arts or Applied Skills before they complete Grade 12. Please refer to the Course Planning Sheet for the starred options.
- Students are required to have a complete timetable of 9 courses including the 2 credit non-enrolling CLC 10 course. Students should meet with the counselling department if academic accommodations are required. Students should review their course selections with their parents and see their counsellor if they have any questions.

Don't forget to POST when you have completed your requests!

### Going into Grade 10, English-Language Program? Then you are in the right place!

Students entering the Grade 10 English-Language program next year will be making requests based on the following requirements:

- English 10; Choose one of the English courses in the selection box
- Math 10; Choose one of the Math courses in the selection box
- Science 10 (pre-selected)
- Social Studies 10 (pre-selected)
- Career Life Education 10 (2 credit non-enrolling course - 9th course) (pre-selected)
- Physical and Health Education 10 or
  - PHE 10 with Band 10 year-long (2 Courses)
  - PHE 10 with Rec Leadership 10 year-long (2 courses)
  - Hockey Academy 10 - PHE 10 and one elective (2 courses)
- Three additional elective courses or two if you selected PHE 10/Band or Rec Lead, or Hockey Academy
- In addition, students may choose the following as a tenth course: Jazz Band 10 (before school)
- Two Alternate Courses (You cannot repeat courses you have already requested above)

**Notes:**

- One of the Ministry of Education graduation requirements is that students are required to take at least one Fine Arts or Applied Skills before they complete Grade 12. Please refer to the Course Planning Sheet for the starred options.
- Students are required to have a complete timetable of 9 courses including the 2 credit non-enrolling CLC 10 course. Students should meet with the counselling department if academic accommodations are required. Students should review their course selections with their parents and see their counsellor if they have any questions.

Don't forget to POST when you have completed your requests!

### Going into Grade 10, French Immersion Program? Then you are in the right place!

Students entering the Grade 10 French Immersion program next year will be making requests based on the following requirements:

- English 10; Choose one of the English courses in the selection box
- Sciences 10 (pre-selected)
- Sciences Humaines 10 (pre-selected)
- Francais Langue 10 (pre-selected)
- Mathematiques 10; Choose one of the Math courses in the selection box
- Career Life Education 10 (2 credit non-enrolling course - 9th course) (pre-selected)
- Physical and Health Education 10 or
  - PHE 10 with Band 10 year-long (2 courses)
  - PHE 10 with Rec Leadership year-long (2 courses) (application course)
  - Hockey Academy 10 - PHE 10 and one elective (2 courses)
- Two additional elective courses or one if you chose year-long PHE 10 with Band or Rec Leadership 10 or Hockey Academy 10
- In addition, students may choose the following as a tenth course: Jazz Band 10 (before school)
- Two Alternate Courses (You cannot repeat courses you have already requested above)

**Notes:**

- One of the Ministry of Education graduation requirements is that students are required to take at least one Fine Arts or Applied Skills course before they complete Grade 12. Please refer to the Course Planning Sheet for the starred options.
- Students are required to have a complete timetable of 9 courses including the 2 credit non-enrolling CLE 10 course. Students should meet with the counselling department if academic accommodations are required. Students should review their course selections with their parents and see their counsellor if they have any questions.

Don't forget to POST when you have completed your requests!

Step 7: After reading your Grade instructions carefully, complete your course requests by using the **Select** buttons. Follow through each select button carefully reading the instructions at the top. All students must select **two alternate** choices.

**Notes:**

- One of the Ministry of Education graduation requirements is that students are required to take at least one Fine Arts or Applied Skills before they complete Grade 12. Please refer to the Course Planning Sheet for the starred options.
- Students are required to have a complete timetable of 9 courses including the 2 credit non-enrolling CLC 10 course. Students should meet with the counselling department if academic accommodations are required. Students should review their course selections with their parents and see their counsellor if they have any questions.

Don't forget to POST when you have completed your requests!

**Primary requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
	GR 10 [EN] English Course				
	GR 10 [EN] Math				
	GR 10 [EN] Science	MSC--10--S	SC - SCIENCE 10	N	4.0
	GR 10 [EN] Socials	MSS--10--S	SS - SOCIAL STUDIES 10	N	4.0
	GR 10 [EN] CLE	MCLEA10--Y	CA - CAREER EDUCATION 10A YEAR LONG	N	2.0
	GR 10 [EN] PHE				
	GR 10 [EN] Elective				

**Alternate requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
	GR 10 [EN] Alternate				

Step 8: In the Elective and Alternate sections there are many course offerings. It is very important that students scroll through all options to find the right course requests for them. See below:

**Instructions**

[SCROLL FOR MORE] Use the drop down box or arrows at the top of the course list to see more choices

Choose 3

Choose 2 if you selected PHE 10 year-long with Band or Rec Lead or Hockey Academy 10. Please note there is a 2,000 dollar fee associated with the Hockey Academy. Students must also apply. Please consult with your parents before selecting.

You may choose Jazz Band 10 here as a tenth course that runs outside the time table

1:10 | MMEDD10--S

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite
<input type="checkbox"/>	MMEDD10--S	BE - MEDIA DESIGN 10	Regular	4.0	
<input type="checkbox"/>	MCMPR11--S	BE - COMPUTER PROGRAMMING 11 (LEVEL 1)	Regular	4.0	
<input type="checkbox"/>	MDCOM11--S	BE - DIGITAL MEDIA DEVELOPMENT 11 (LEVEL 1)	Regular	4.0	
<input type="checkbox"/>	YCAIS0A--S	CC - LIBRARY SCIENCE 10	Regular	4.0	
<input type="checkbox"/>	MDRM-10--S	DR - DRAMA 10	Regular	4.0	
<input type="checkbox"/>	MMUTH10--S	DR - MUSICAL THEATRE 10	Regular	4.0	
<input type="checkbox"/>	MDRD-10--S	DR - THEATRE PRODUCTION 10 (TECHNICAL THEATRE)	Regular	4.0	
<input type="checkbox"/>	MEN--09--S	EN - ENGLISH 09	Regular	0.0	
<input type="checkbox"/>	VPSC01A S	EN - PSYCHOLOGY 11	Regular	4.0	

Step 9: Below is an example of what a completed course selection might look like for Grade 10 for the 2019-2020 school year at Earl Marriott English Program. Note: This year Grade 10's will have nine course requests with the addition of the 2 credit non-enrolling Career Life Education course. All other Grades should have 8 course requests. Students may select Jazz Band as an additional course outside of the regular timetable.

**Primary requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
Select...	GR 10 [EN] English Course	XAT--10EN--WC	EN - CREATIVE WRITING/COMPOSITION 10
Select...	GR 10 [EN] Math	MFMP-10--S	MA - MATH 10 FOUNDATIONS & PRE-CALCULUS
Select...	GR 10 [EN] Science	MSC--10--S	SC - SCIENCE 10
Select...	GR 10 [EN] Socials	MSS--10--S	SS - SOCIAL STUDIES 10
Select...	GR 10 [EN] CLE	MCLEA10--Y	CA - CAREER EDUCATION 10A YEAR LONG
Select...	GR 10 [EN] PHE	MPHED10--S-BOYS	PHE - PHE 10 BOYS
Select...	GR 10 [EN] Elective	MFR--10--S	ML - FRENCH 10
		MMEDD10--S	BE - MEDIA DESIGN 10
		MTEAR10--S	TE - ELECTRONICS AND ROBOTICS 10

**Alternate requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
Select...	GR 10 [EN] Alternate	MCMPR11--S	BE - COMPUTER PROGRAMMING 11 (LEVEL 1)
		MFOOD10--S	HE - FOOD STUDIES 10

**Notes for counsellor**

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Step 10: It is very important that students **POST** their course requests after carefully reviewing them.

Select...	GR 10 [EN] Science	MSC--10--S
Select...	GR 10 [EN] Socials	MSS--10--S
Select...	GR 10 [EN] CLE	MCLEA10--Y
Select...	GR 10 [EN] PHE	
Select...	GR 10 [EN] Elective	

**Alternate requests**

	Subject area	SchoolCourse > CrsNo
Select...	GR 10 [EN] Alternate	

**Notes for counsellor**

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Last posted time: 2/4/2019 2:49 PM
Approved time:

Step 11: Please click on the 'Log Off' icon  located at the top RH corner of your screen to end your session.

If you have any questions or need assistance please contact our office.