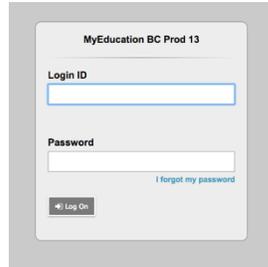# INSTRUCTIONS FOR ON-LINE STUDENT COURSE REQUESTS

Step 1:   Go to: www.myeducation.gov.bc.ca/aspen/logon.do

Step 2:   Enter the Login and Password (case sensitive) from the MyEd Reference sheet and
               click on **"<Log On>".**

Step 3:   A screen will pop up prompting you to enter your ==new== password from the MyEd Reference
   sheet.

Step 4:   In the next screen, enter a primary email address in the first box (one that you check).
               Then, elect a 'Security Question and Answer' that you will remember. Provide and confirm your
               answer. Click **<Submit>**.

Step 5:   To enter your course requests, please follow the steps below:
               1. Select 'My Info' from the Top Tabs
               2. Scroll down the side tab menu and select 'Requests' (located at the very bottom of the
                  menu

1
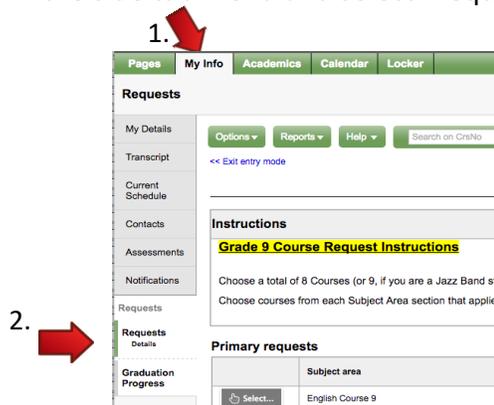
Step 6:   **Course Requests:**
- Request courses from all Subject Areas. Some required courses will be pre-assigned for you, depending on your grade.
- Select two alternate requests. These are courses that may be assigned to you if you are unable to be scheduled in your first choices.
- If there is a course you do not see or if you have any other question for a counsellor, please write it down in the Notes for Counsellor section.

Step 7:   Note: most of the Electives are displayed on more than one page. Please click on RIGHT arrow to move to the next page(s) and LEFT arrow to go to previous page(s) as shown below.

Step 8:   Once you have finished selecting your courses, electives, and alternates, click on the "POST" button located at the bottom of the screen on the left-hand side. If you have not selected the correct number of courses, you will receive an "error" message.

Step 9:   Please click on the 'Log Off' icon located at the top RH corner of your screen to end your session.