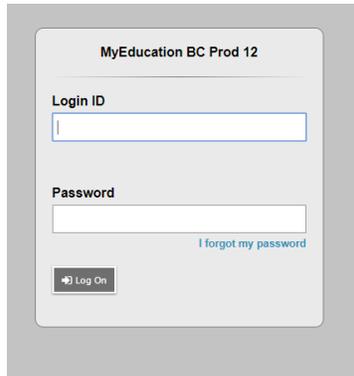


NORTH SURREY INSTRUCTIONS FOR ON-LINE STUDENT COURSE REQUESTS

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

Step 2: Enter your Login and Password (case sensitive) for MyEd. If you have forgotten your MyEd password, click on the “I forgot my password” link and follow the instructions. Your new password will be sent to your primary email address that you have previously entered.



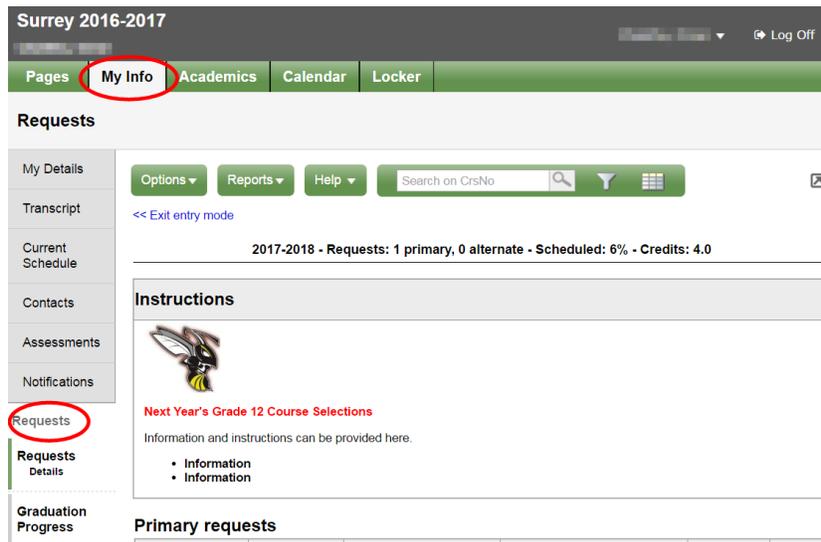
If you haven't recently logged onto MyEd, you may be prompted to enter your new password. The following are reminders when choosing a password for MyEd.

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Step 3: To enter your course requests, please follow the steps below:

1. Go to the **My Info** top tab.
2. Scroll down the side tab menu and select **Requests**.



Step 4: Course Requests

- Request courses from all Subject Areas. To choose from a list of available requests, click on the Select button. Some required courses will be pre-assigned for you, depending on your grade.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
	Academic	MBI--12--S	SC: BIOLOGY 12	N	4.0
		MEN--12--S	EN: ENGLISH 12	N	4.0
		MFOM-12--S	MA: FOUNDATIONS OF MATHEMATICS 12	N	4.0
		MGEO-12--S	SS: GEOGRAPHY 12	N	4.0
	Elective	MCAFT12--S	CAFETERIA TRAINING 12	N	4.0
		MCA--12--S	CARPENTRY & JOINERY 12	N	4.0
		MDNC-12--S	FA: DANCE: CHOREOGRAPHY 12	N	4.0
		MFR--12--S	FRENCH 12	N	4.0

- Be sure to read any additional instructions provided. There may be more than one page of requests available to choose from. Use the drop down menu and/or the forward and back arrows to move between pages of requests (you can alphabetize the list by clicking on the CourseDescription title and all of the options will be placed in alphabetical order):

<

1:10 |MAF--12--S

>
0 of 23 select

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite
<input type="checkbox"/>	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0	

- Select course requests by placing a check mark next to the course(s) you are selecting and click **OK**:

4 of 8 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	MCOM-12--S	EN: COMMUNICATIONS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MFOM-12--S	MA: FOUNDATIONS OF MATHEMATICS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MBI--12--S	SC: BIOLOGY 12	Regular	4.0		
<input type="checkbox"/>	MCH--12--S	SC: CHEMISTRY 12	Regular	4.0		
<input type="checkbox"/>	MPH--12--S	SC: PHYSICS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MGEO-12--S	SS: GEOGRAPHY 12	Regular	4.0		
<input type="checkbox"/>	MHI--12--S	SS: HISTORY 12	Regular	4.0		

OK
 Cancel

- There may be more than one Subject Area to choose requests from. Repeat this process for each Subject Area you need to select Requests from.

- If you are currently taking a course from the list there will be no check box available and the **Status** column will indicate *Course in progress*. If you need to request a course that you are currently taking, please see a counsellor to add this request for you as you are unable to add it yourself.

1:10 |MAF--12--S 2 of 16 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MCAFT12--S	CAFETERIA TRAINING 12	Regular	4.0		
	MAT--12--S	AUTOMOTIVE TECHNOLOGY 12	Regular	4.0		Course in progress
<input type="checkbox"/>	MCJ--12--S	CARPENTRY & JOINERY 12	Regular	4.0		
<input type="checkbox"/>	MDFT-12--S	FA: MEDIA ARTS: FILM & TELEVISION 12	Regular	4.0		
<input type="checkbox"/>	MDNC-12--S	FA: DANCE: CHOREOGRAPHY 12	Regular	4.0		
<input type="checkbox"/>	MDNP-12--S	FA: DANCE: PERFORMANCE 12	Regular	4.0		
<input checked="" type="checkbox"/>	MFDN-12--S	HE: FOODS AND NUTRITION 12	Regular	4.0		
<input type="checkbox"/>	MFR--12--S	FRENCH 12	Regular	4.0		
<input type="checkbox"/>	MIMG-12--S	FA: INSTRUMENTAL MUSIC 12: GUITAR	Regular	4.0		

OK Cancel

- If you are in Grades 10-12 (Graduation Program), select two alternate requests. When you click on the *Select* button you will notice an additional column titled *Alternate priority* which allows you to prioritize your course selections. Alternate requests are courses that may be assigned to you if you are unable to be scheduled in your first choices.

Subject area	Alternate						
Instructions	Select Alternate Courses Further information can be provided here.						

1:10 |MAF--12--S 2 of 22 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input checked="" type="checkbox"/>	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0			1
	MAT--12--S	AUTOMOTIVE TECHNOLOGY 12	Regular	4.0		Course in progress	0
	MCAFT12--S	CAFETERIA TRAINING 12	Regular	4.0		Course in progress	0
<input type="checkbox"/>	MCALC12--S	MA: CALCULUS 12	Regular	4.0			0
<input type="checkbox"/>	MCJ--12--S	CARPENTRY & JOINERY 12	Regular	4.0			0
<input type="checkbox"/>	MDFT-12--S	FA: MEDIA ARTS: FILM & TELEVISION 12	Regular	4.0			2
<input checked="" type="checkbox"/>	MDNC-12--S	FA: DANCE: CHOREOGRAPHY 12	Regular	4.0			0
<input type="checkbox"/>	MDNP-12--S	FA: DANCE: PERFORMANCE 12	Regular	4.0			0
<input type="checkbox"/>	MFDN-12--S	HE: FOODS AND NUTRITION 12	Regular	4.0			0
<input type="checkbox"/>	MFR--12--S	FRENCH 12	Regular	4.0			0

OK Cancel

- If there is a course you do not see or if you have any other questions for your counsellor, please contact them in Teams or if you are going into Grades 11 or 12, go to their Zoom Meeting on February 9, 11 or 16.

Step 4: Once you have completed your course selection you must click the **Post** button at the bottom of the screen. If you have not selected the correct number of courses, you will receive an “error” message, you can continue. You are able to re-post your course selections as long as the course selection window is open.



Last posted time: Approved time:

Step 5: Log-out of MyEd (top right hand corner of your screen). You have completed your course selection process.