

## Logging in & Course Request Selection

### Accessing MyEducation BC:

Please visit the MyEducation BC website and the following login box will appear.

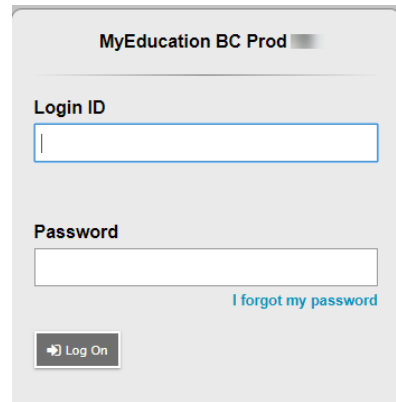
[www.myeducation.gov.bc.ca/aspden/logon.do](http://www.myeducation.gov.bc.ca/aspden/logon.do)



### Login:

Enter the Login ID and temporary password provided, then click Log On.

*Note that MyEducation BC is **CASE** sensitive.*

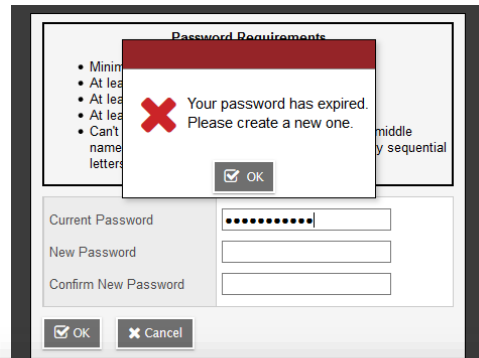


### Password:

The first time you login, MyEducation BC will request that you change your password.

Enter your temporary password into the current password field, enter a new password, confirm and click OK.

***Note: an error message will appear if you have not used the password requirements listed to create a new password.***

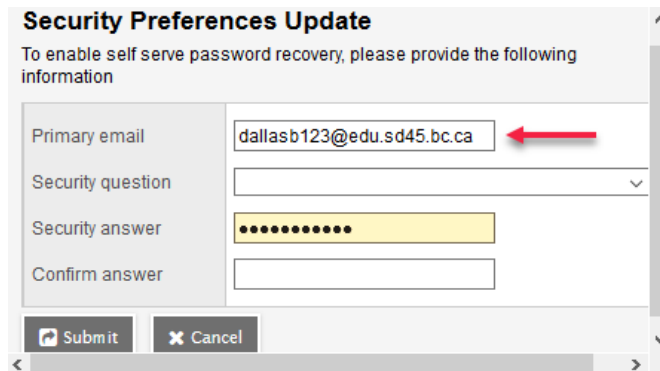


#### Password Requirements

- 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

### Security Preferences:

After creating your password you will be prompted to confirm your email address and enter your **Security Preferences** by choosing a security question and answer. This will enable you to use the **'I forgot my password'** function on the login screen.



**Security Preferences Update**  
To enable self serve password recovery, please provide the following information

Primary email:  ←

Security question:

Security answer:

Confirm answer:

Submit Cancel

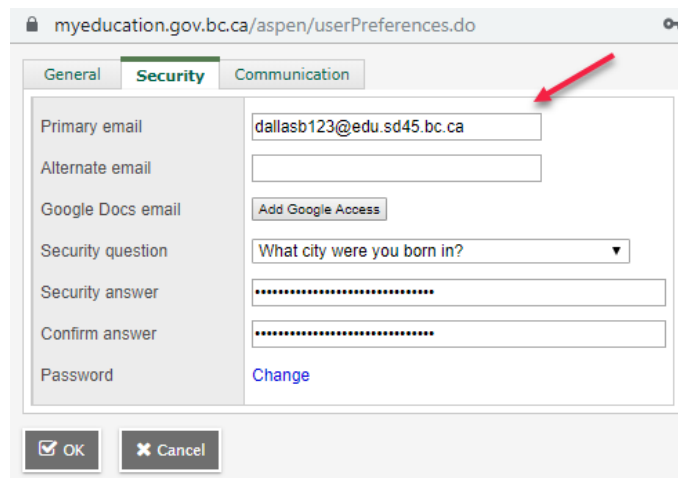
### Setting Up Preferences:

After you have successfully logged in, you can make changes to your preferences by selecting the drop down arrow beside your name and **'Set Preferences'** in the top right of the screen.



### Security Information:

Click on the security tab and ensure your email address is your district email. From here you can update your security question and password.



myeducation.gov.bc.ca/aspen/userPreferences.do

General **Security** Communication

Primary email:  ←

Alternate email:

Google Docs email:

Security question:

Security answer:

Confirm answer:

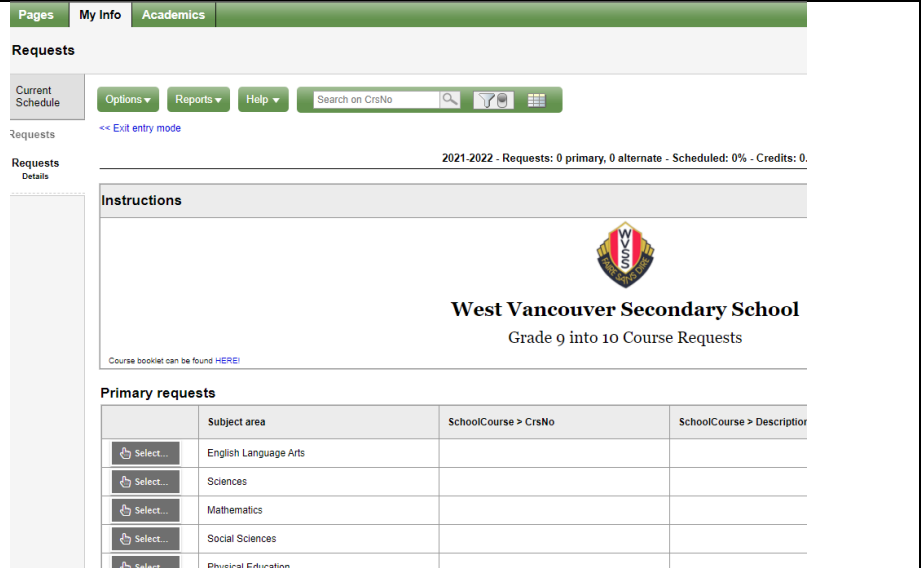
Password:

OK Cancel

### Course Request Selection:


'My Info' top tab

'Request' Side Tab



2021-2022 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.

**Instructions**

  
**West Vancouver Secondary School**  
 Grade 9 into 10 Course Requests

Course booklet can be found [HERE](#)

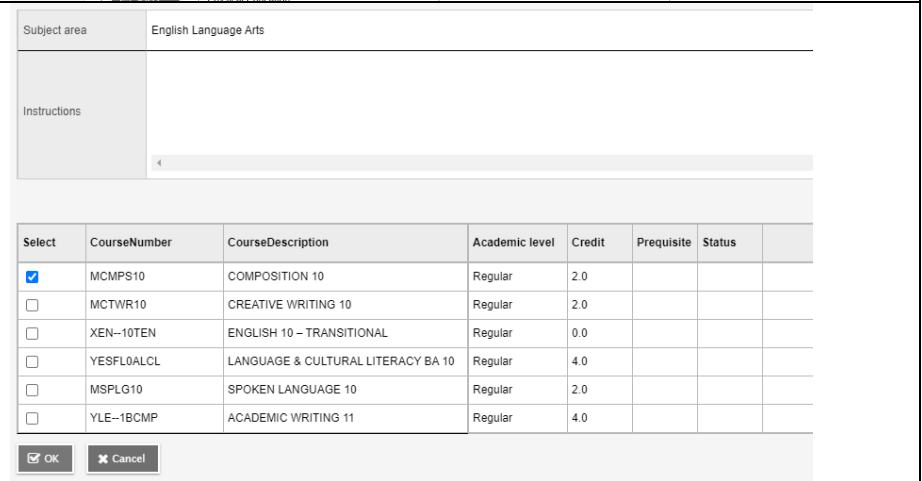
**Primary requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
Select...	English Language Arts		
Select...	Sciences		
Select...	Mathematics		
Select...	Social Sciences		
Select...	Physical Education		

### Course Request Selection:

Click on 'Select', find the courses you would like to request for next year.

Select the course(s) and click okay.



Subject area: English Language Arts

Instructions

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	MCMP510	COMPOSITION 10	Regular	2.0		
<input type="checkbox"/>	MCTWR10	CREATIVE WRITING 10	Regular	2.0		
<input type="checkbox"/>	XEN--10TEN	ENGLISH 10 – TRANSITIONAL	Regular	0.0		
<input type="checkbox"/>	YESFL0ALCL	LANGUAGE & CULTURAL LITERACY BA 10	Regular	4.0		
<input type="checkbox"/>	MSPLG10	SPOKEN LANGUAGE 10	Regular	2.0		
<input type="checkbox"/>	YLE--1BCMP	ACADEMIC WRITING 11	Regular	4.0		

OK Cancel

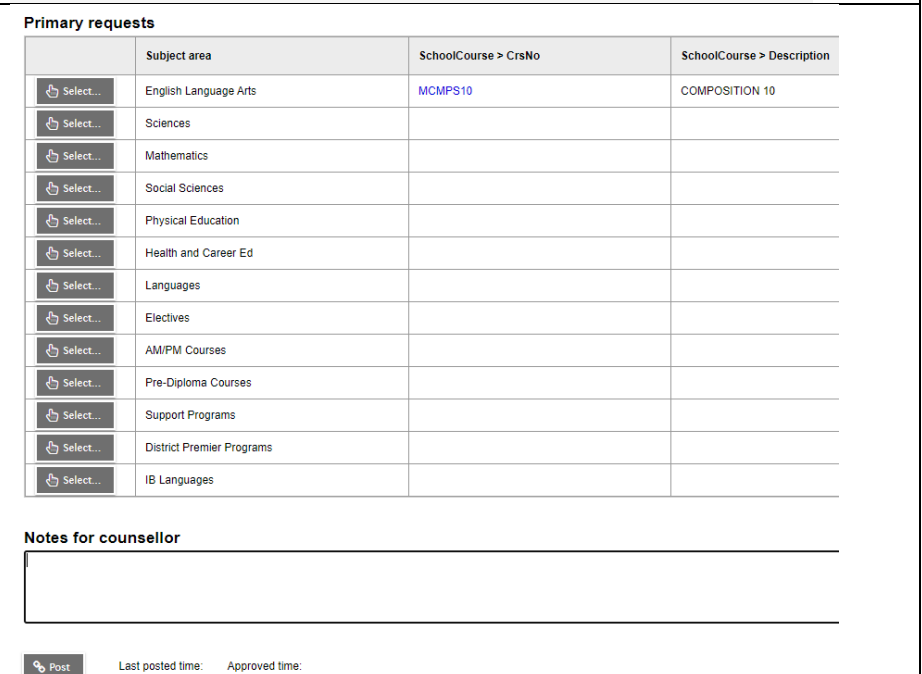
### Post Course Requests:

Select your course requests.

Please add any notes to your counsellor.

Example – You are applying for an academy, you are planning to take summer school.

'Post'



**Primary requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
Select...	English Language Arts	MCMP510	COMPOSITION 10
Select...	Sciences		
Select...	Mathematics		
Select...	Social Sciences		
Select...	Physical Education		
Select...	Health and Career Ed		
Select...	Languages		
Select...	Electives		
Select...	AM/IPM Courses		
Select...	Pre-Diploma Courses		
Select...	Support Programs		
Select...	District Premier Programs		
Select...	IB Languages		

**Notes for counsellor**

Post Last posted time: Approved time: