

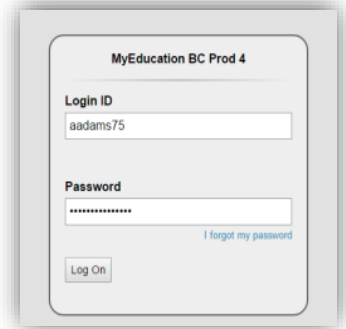


Walnut Grove Secondary

COURSE SELECTION ONLINE INSTRUCTIONS

All course requests for the 2018/2019 school year are being completed online. Please carefully follow the instructions below. **All Course Requests Must Be Entered into MyEDBC and Forms Returned By:** Feb. 16, 2018, 12:00 noon.

1. Go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>
2. **Login ID:** Use your school student number.
 - a. **Password:** Enter your password (*if you have not logged into MyED or reset your password this year, the default is **Student\$35***) - you will then be prompted to change the default password (use one you won't forget).

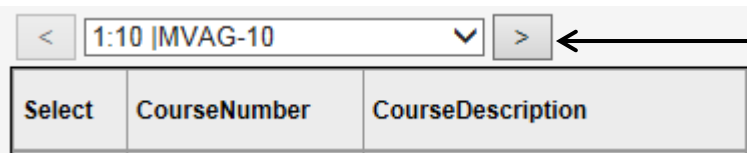


- b. Note: You will need to enter a new password that is a MINIMUM of 8 characters (at least one upper case, one lower case letter and one symbol that isn't a letter or number - ie. \$ or *)

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

3. **Go to: MyInfo** (top left), **Requests** (left side), Once here, carefully read the home page instructions specific to your grade at the top of the page then choose your courses.
4. To make course selections click on **"Select"** and then choose your course by clicking on the check box.



Click here to navigate to the next screen if you do not see the course(s) you are looking for.

5. To select alternate courses for your electives, use the drop down to the right of the course you've selected as your primary course, and then select the course code of the class you want to replace it as an alternate. *Note: This only needs to be done for elective classes.*

6. **Post** – when finished click on **Post** to save.
7. **MyEd Student Portal** - We ask that you submit all course requests by February 16, 2018, 12:00 noon.

