

## **Walnut Grove Secondary**

## **COURSE REQUEST VERIFICATION - ONLINE INSTRUCTIONS**

All course requests for the 2020/2021 school year have been completed online. We would like for you to take a moment to review your course requests and verify the courses that you wish to take for the 2020/2021 school year. Please carefully follow the instructions below.

- Go to the following website:
  <a href="https://www.myeducation.gov.bc.ca/aspen/logon">https://www.myeducation.gov.bc.ca/aspen/logon</a>
- 2. **Login ID**: Use your school student number.
  - a. Password: You will need to use the password you used to access MyEdBC when you logged in to do your course requests.



- b. If you have forgotten your password, please use the 'Forgot my Password' link to try to reset it.
- 3. Once in **MyEdBC**, **Go to**: **MyInfo** (top left), **Requests** (left side), Once here, carefully review the courses that you are currently signed up to take.
- 4. If there is an issue with the courses you are signed up for, please complete and submit the **Course Request Change Form** using the link that was included in the email sent home.
  - Note: Requests for Student Aides and Gator Pod Leadership will not be reflected in the courses listed in MyEdBC. These courses will be adjusted in July/August.
- 5. Course Change Requests must be submitted by Tuesday, May 5 2020 no later than 3 PM.