Walnut Grove Secondary

COURSE SELECTION ONLINE INSTRUCTIONS

All course requests for the 2016/2017 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. 17, 2017, 12:00 noon.

1) Go to the following website: https://www.myeducation.gov.bc.ca/aspen/logon

2) You will need to the use the following log-in ID and password.

> **Login ID:** Your student number
> **Password:** Student$35
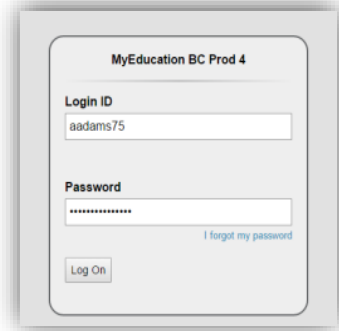
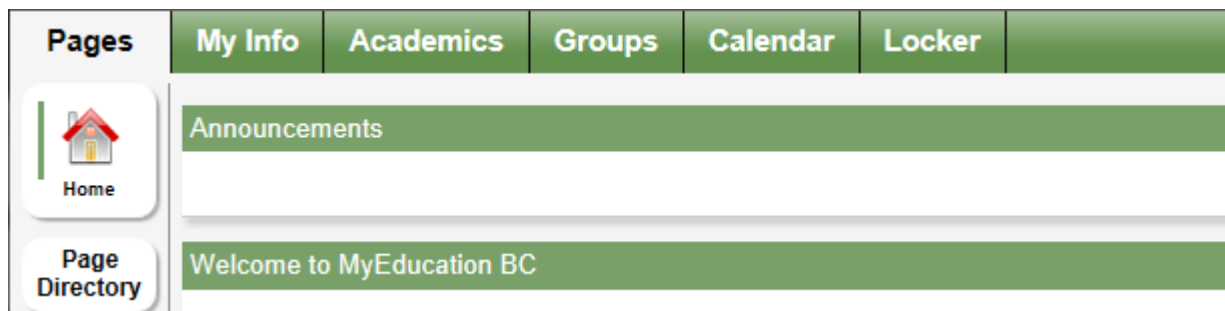3) If this is your first login, you will be prompted to change your password.
   a. Type your old password
   b. Enter a new password that is a MINIMUM of 8 characters (at least one upper case, one lower case letter and one symbol that isn't a letter or number - ie. $ or *) .
   c. Confirm your new password (please write your password down somewhere safe as you can go back in to review your information later).
   d. Click OK to confirm changes.

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
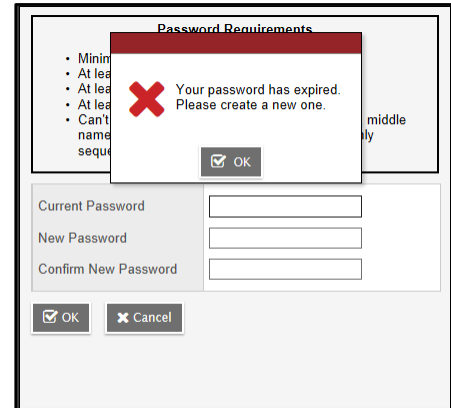
4) To enter your course selections, first select the '**MyInfo**' tab at the top of the page then click on the '**Requests**' tab on the left side.

5) Once here, carefully read the home page instructions specific to your grade at the top of the page.

6) 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.

7) To select alternate courses for your electives, use the drop down to the right of the course you've selected as your primary course, 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.*

8) In order to confirm that you have completed your course selections click on the **POST** button in the bottom left of the screen. A green message will appear when your courses have been posted.

YOU MUST COMPLETE THIS STEP TO SUBMIT YOUR COURSE REQUEST.
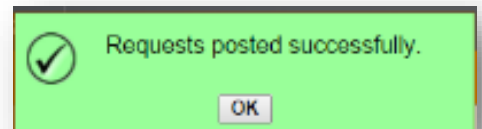
If you have any problems with your login, please contact the office or email MYEDBCSupport@sd35.bc.ca