# Course Selection Instructions

This document outlines the steps you will need to follow in order to complete your online course requests through the MyEd. If you have any questions in regards to course selection please contact your counsellor. Please follow the instructions carefully and take the process seriously. We build the timetable based on the information gathered from student requests. North Delta Course Selection is aligned with selections in MyEd. Refer to the link for helpful course selection information.

Ms Blouin (Grade 9)	tblouin@deltaschools.ca
Ms Bousserska (Grade 10)	dbousserska@deltaschools.ca
Ms Khaira (Grade 11)	rkhaira@deltaschools.ca
Ms Cipriano (Grade 12)	fcipriano@deltaschools.ca

MyEd will be open for course selection from **Feb 21-March 3**

MyEd will be open for **DHA students** for course selection from **Feb 26 - March 3**

1. Log in to www.myeducation.gov.bc.ca/aspen/logon.do with your MyEd Username Password.
2. Enter the Login and Password (case sensitive) from the label on your course selection sheet and click on "<Log On>".
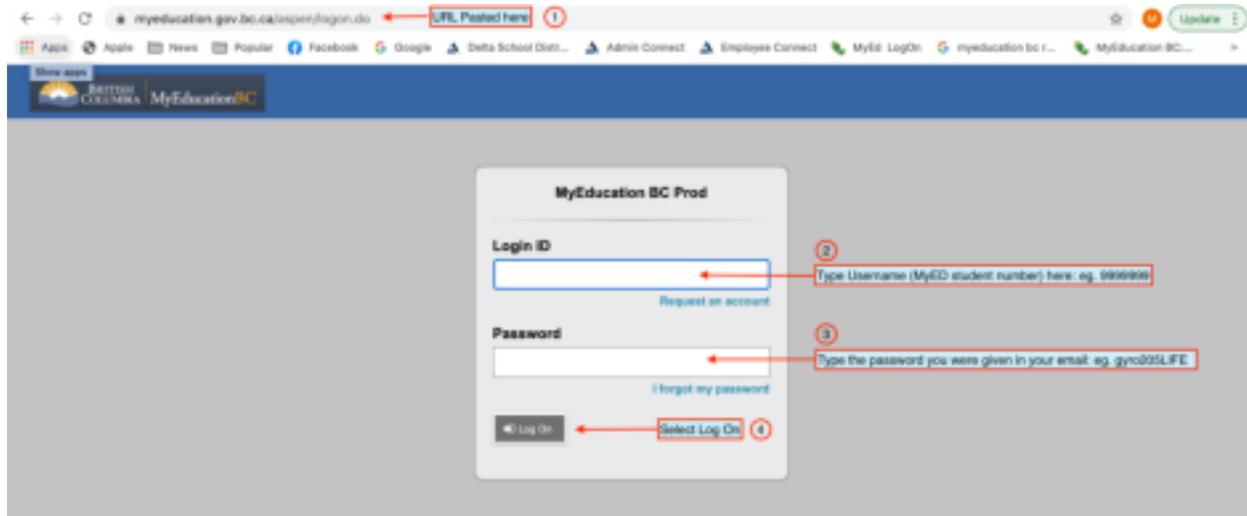

3. A screen may pop up prompting you to create a new password. Please follow the 'password requirements' outlined. You will need to re-enter your current password AND enter your NEW password twice.

NEW PASSWORD GUIDELINES:

- ➤ 8 Minimum, 14 maximum characters
- ➤ 1 capital letter, 1 lowercase letter
- ➤ 1 number
- ➤ 1 special symbol or character: #, $, !, @

- ➤ Your password cannot contain first name, middle name, last name, date of birth, personal ID or sequential letters or numbers.

- ➤ EXAMPLES of acceptable passwords:
  - ✓ Jan2017$
  - ✓ Snow999!
  - ✓ Welcome1$
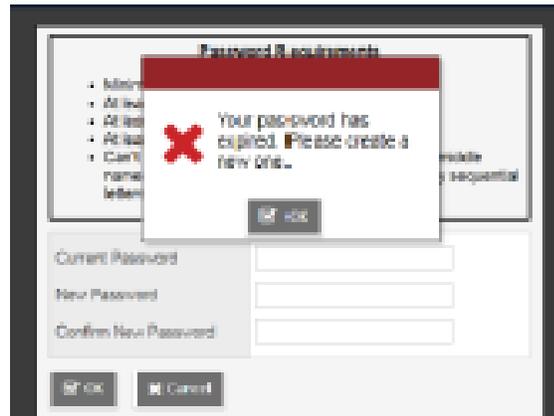
4. Click on the My Info Top Tab underneath your name.
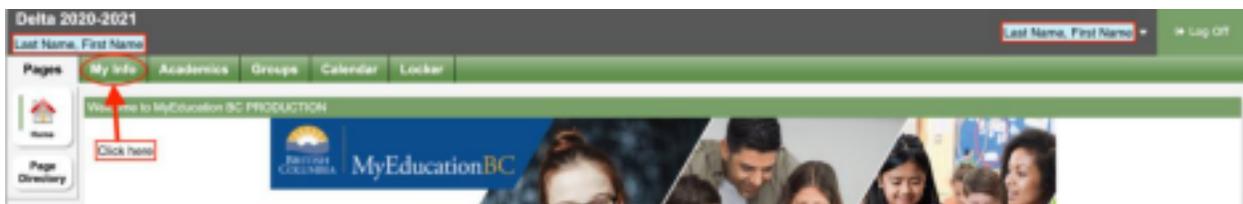
5. Select the Requests side tab.

6. Read through the instructions at the top of the page.

7. Scroll down to the portion of the page where you can select your requests. In some instances, such as the sample below, your required courses are already selected for you. Click on the select button to open your choices.

8.
9. Select the courses by checking the box beside the course name. Select OK.

These courses will show up on the main request page.

If you have specific information for your secondary school counsellor, you can type a message in the Notes for Counsellor box.

Once you are finished your course selections, you can press the POST button. If you forget to select the POST button, your requests will still be in the system.