

Course Selection Instructions

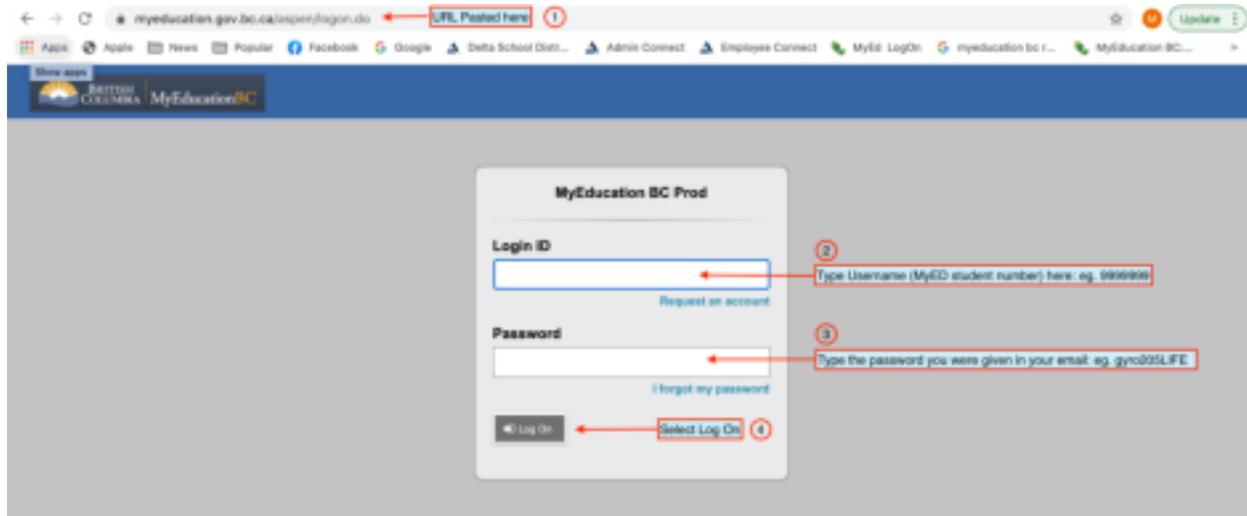
This document outlines the steps you will need to follow in order to complete your online course requests through the MyEd. If you have any questions in regards to course selection please contact your counsellor. Please follow the instructions carefully and take the process seriously. We build the timetable 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/asp/en/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>".



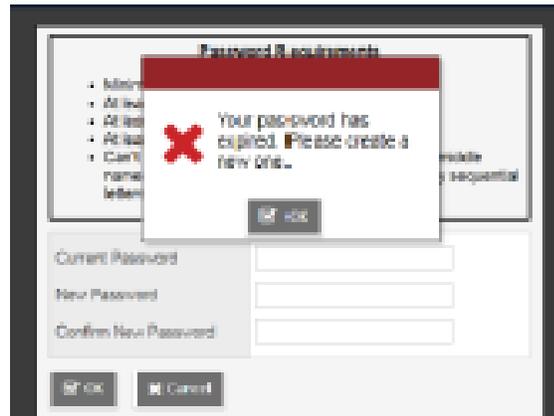
3. A screen may pop up prompting you to create a new password. Please follow the 'password requirements' outlined. You will need to re-enter your current password AND enter your NEW password twice.

NEW PASSWORD GUIDELINES:

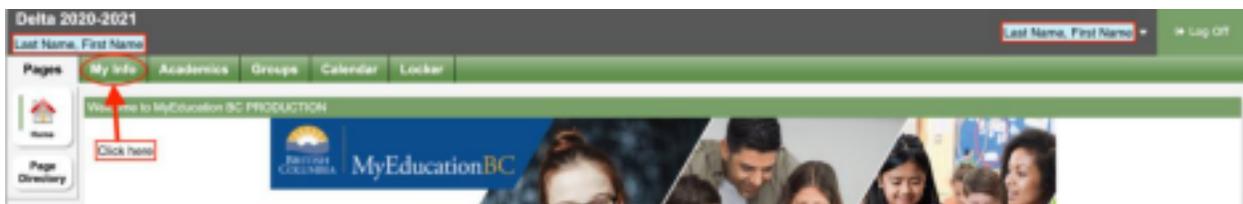
- > 8 Minimum, 14 maximum characters
- > 1 capital letter, 1 lowercase letter
- > 1 number
- > 1 special symbol or character: #, \$, !, @

- > 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.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/> Required Courses Select this to open your choices for the grade 8 explorations		MFR-08	FRENCH 8	N	0.0
		MIN-08	ENGLISH LANGUAGE ARTS 8	N	0.0
		MSC-08	SCIENCE 8	N	0.0
		MSS-08	SOCIAL STUDIES 8	N	0.0
		MPHE-08	PHYSICAL AND HEALTH EDUCATION 8	N	0.0
		MMA-08	MATHEMATICS 8	N	0.0
<input type="button" value="Select..."/>	Explorations				
<input type="button" value="Select..."/>	Outside the Timetable				
<input type="button" value="Select..."/>	Academics				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Student Services				

Notes for counsellor

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

Subject area: Explorations

Instructions:
 Select > Explorations BA (AND) BB
 OR
 Select > Instrumental Music 8 - Concert Band (AND) Explorations BB

2 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	MADGE08XA	ADST 8 - General Explorations BA	Regular	0.0		
<input checked="" type="checkbox"/>	MADGE08XB	ADST 8 - General Explorations BB	Regular	0.0		
<input type="checkbox"/>	MML-08-BA	Instrumental Music 8 (Concert Band)	Regular	0.0		

These courses will show up on the main request page.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Required Courses	MFR-08	FRENCH 8	N	0.0
		MIN-08	ENGLISH LANGUAGE ARTS 8	N	0.0
		MSC-08	SCIENCE 8	N	0.0
		MSS-08	SOCIAL STUDIES 8	N	0.0
		MPHE-08	PHYSICAL AND HEALTH EDUCATION 8	N	0.0
		MMA-08	MATHEMATICS 8	N	0.0
<input type="button" value="Select..."/>	Explorations	MADGE08XA	ADST 8 - General Explorations (Modules)	N	0.0
		MADGE08XB	ADST 8 - General Explorations (Modules)	N	0.0
<input type="button" value="Select..."/>	Outside the Timetable				
<input type="button" value="Select..."/>	Academics				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Student Services				

Notes for counsellor

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.