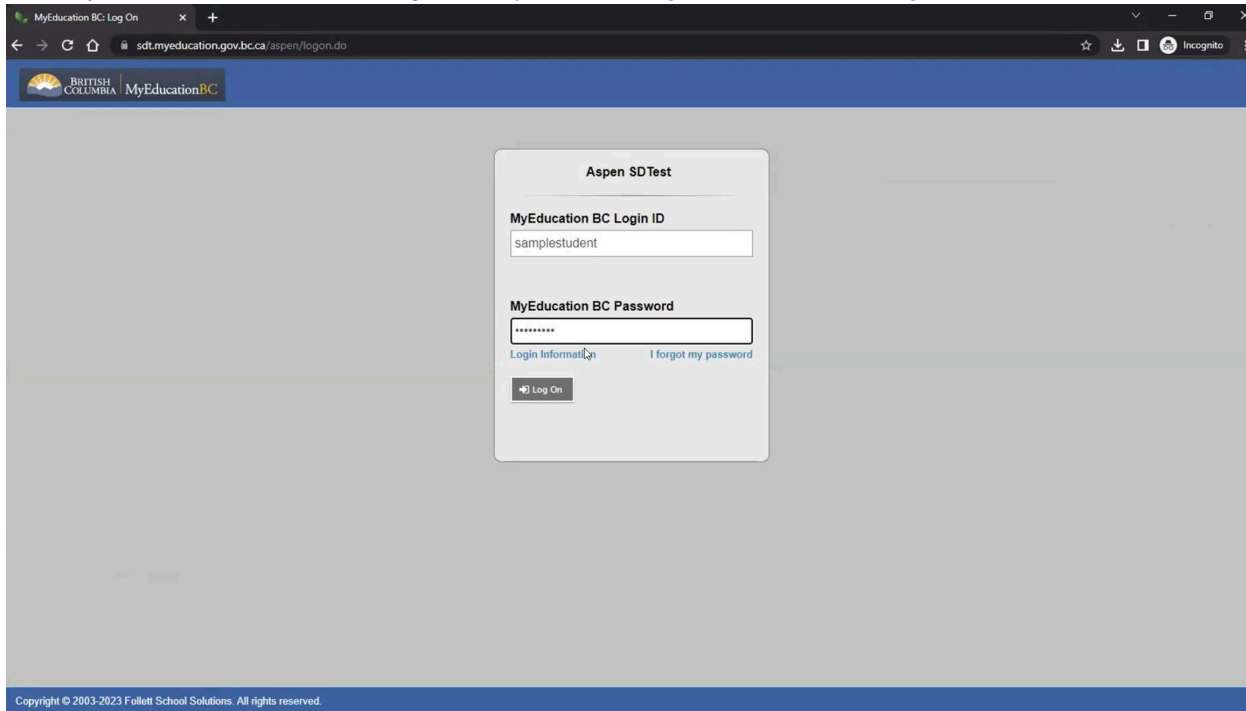


## Instructions for MyEducation BC Online Course Selection

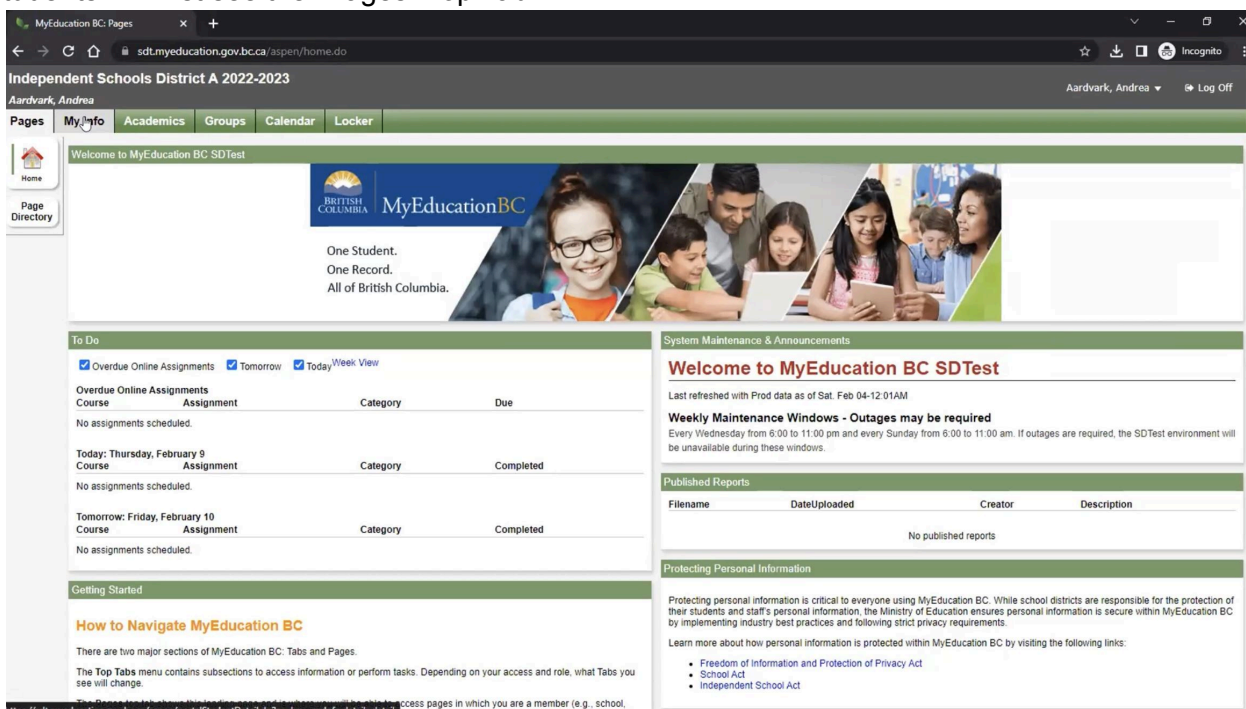
Note: Student's course requests must be carefully chosen since changes to student schedules are much more difficult to make once the student schedules have been created.

1. Open your web browser. Then go to: [myeducation.gov.bc.ca/aspden/logon.do](https://myeducation.gov.bc.ca/aspden/logon.do)



The screenshot shows a web browser window with the URL [sdt.myeducation.gov.bc.ca/aspden/logon.do](https://sdt.myeducation.gov.bc.ca/aspden/logon.do). The page features the MyEducation BC logo and a central login form titled "Aspen SDTest". The form contains two input fields: "MyEducation BC Login ID" with the text "samplestudent" and "MyEducation BC Password" with a masked password "\*\*\*\*\*". Below the password field are links for "Login Information" and "I forgot my password". A "Log On" button is positioned at the bottom of the form. The footer of the page reads "Copyright © 2003-2023 Follett School Solutions. All rights reserved."

2. Students must log in with their username and password. These passwords are case sensitive. If a student has difficulty logging in, they can email Ms. Cathy Fowlie at [cfowlie@cisdv.bc.ca](mailto:cfowlie@cisdv.bc.ca)
3. Students will first see the "Pages" Top Tab.



The screenshot displays the MyEducation BC home page for a student named Aardvark, Andrea. The page has a green header with navigation tabs: "Pages", "MyInfo", "Academics", "Groups", "Calendar", and "Locker". The "Pages" tab is selected. The main content area includes a welcome message, a navigation sidebar, and several informational sections.

**To Do**

Overdue Online Assignments	Assignment	Category	Due
No assignments scheduled.			
Today: Thursday, February 9	Assignment	Category	Completed
No assignments scheduled.			
Tomorrow: Friday, February 10	Assignment	Category	Completed
No assignments scheduled.			

**System Maintenance & Announcements**

**Welcome to MyEducation BC SDTest**

Last refreshed with Prod data as of Sat, Feb 04-12 01AM

**Weekly Maintenance Windows - Outages may be required**

Every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am. If outages are required, the SDTest environment will be unavailable during these windows.

**Published Reports**

Filename	DateUploaded	Creator	Description
No published reports			

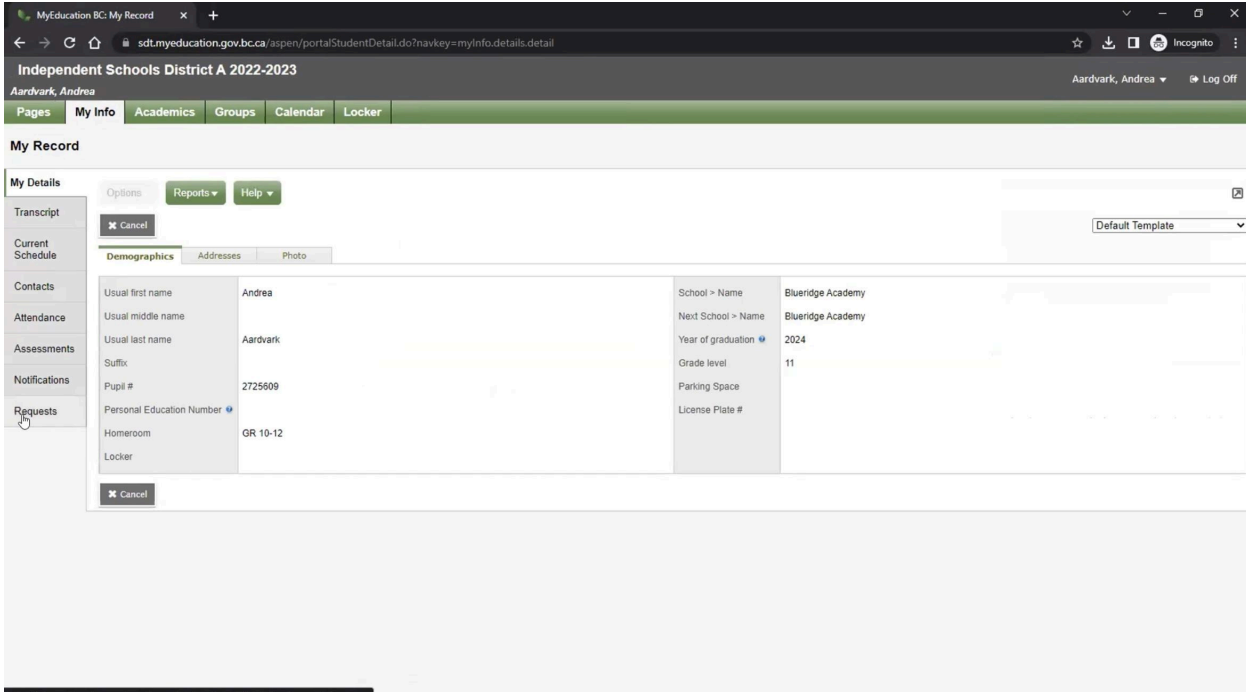
**Protecting Personal Information**

Protecting personal information is critical to everyone using MyEducation BC. While school districts are responsible for the protection of their students and staff's personal information, the Ministry of Education ensures personal information is secure within MyEducation BC by implementing industry best practices and following strict privacy requirements.

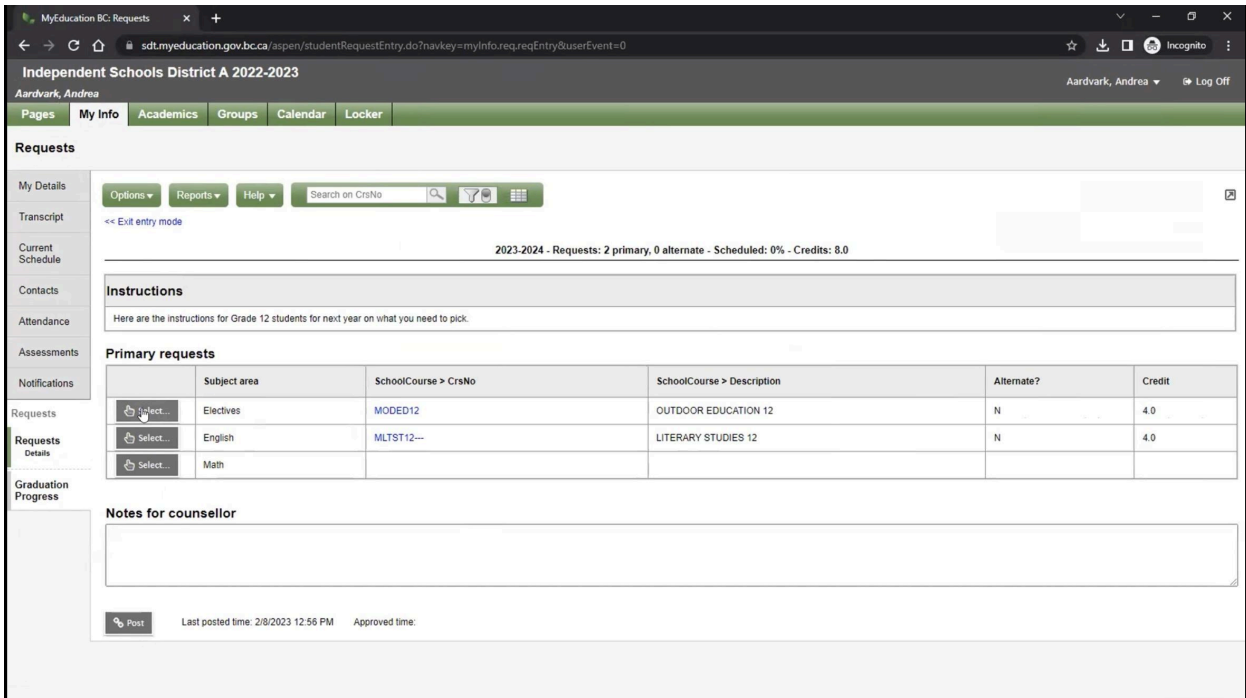
Learn more about how personal information is protected within MyEducation BC by visiting the following links:

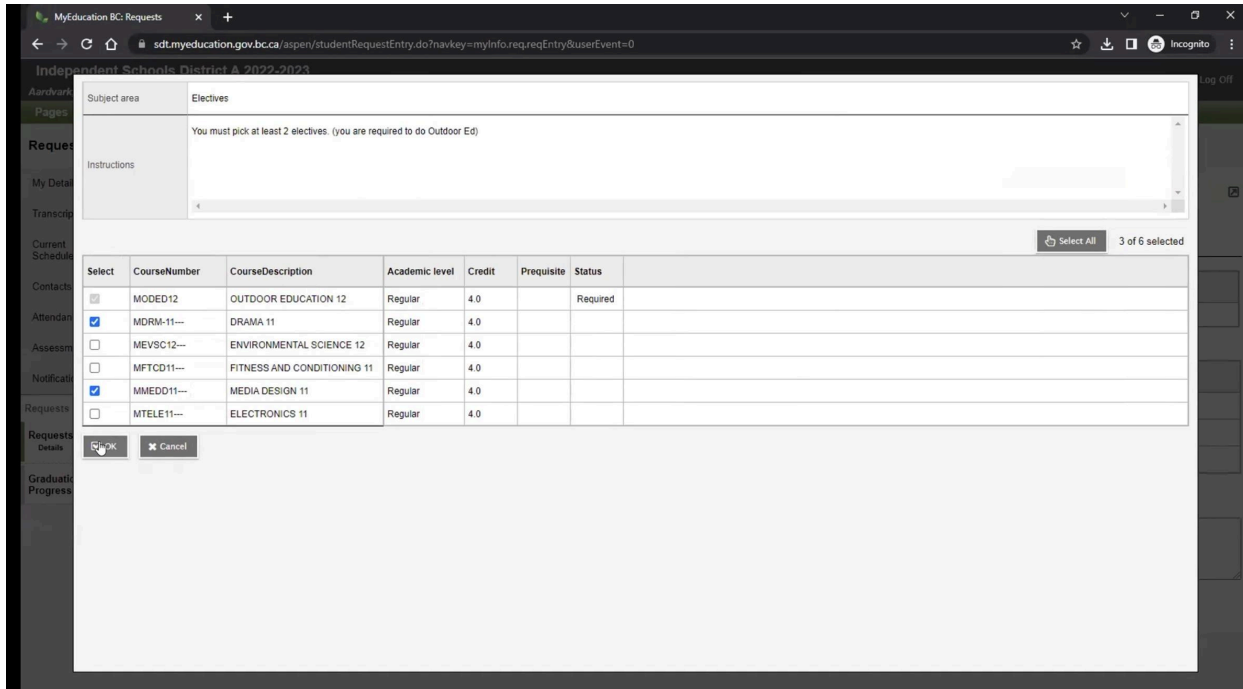
- Freedom of Information and Protection of Privacy Act
- School Act
- Independent School Act

- Click on “My Info” on the top tab. This shows a general info page about the student. If there are any errors in the demographic information, please let the office know.



- From there, click on “Requests” at the bottom of the side table. Click on each subject area’s “Select” buttons to open the course offerings. There are instructions at the top of each page to support students in their selection.





6. Ensure you label your alternate courses in order of preference, with #1 being most preferred. The box to number your preference is on the right hand side of each course in the alternate subject area. Students entering Grade 9 do not need to label their order of preference since they are only picking one alternative in each elective category (Arts Education 9 and ADST 9).
7. After the student has selected their primary and alternate choices as directed, students can hit “Post” and their requests are saved.
8. Students can update and repost up to March 3, 2025. If any changes need to be made after that date, please email the academic advisor, Ms. Cathy Fowlie at [cfowlie@cisdv.bc.ca](mailto:cfowlie@cisdv.bc.ca)

Please note:

- Learning Support is provided for students with IEPs.
- Grade 11 and 12 students will be automatically placed into CLC. You will not be able to register for CLC on MyEd.
- Students may type any important notes in the “Notes for Counsellor” section.