

A. Logging In & Passwords

Using Internet Explorer log in: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

Login ID and Password are on your Course Selection Sheet

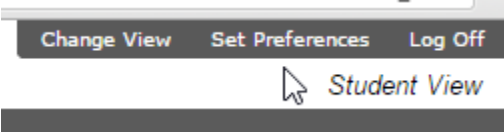
NOTE: You have 5 attempts before you are locked out. Click on the **I forgot my password** on the login screen to reset.

NOTE: If MyEd shuts down for any reason, simply launch your browser again and log back in.

1. Enter your ID and password exactly as printed on your course selection sheet.
2. Enter the following new password: **Creek\$2017**
3. Enter password again: **Creek\$2017**
4. Click **OK** to confirm changes.

B. Set Preferences

Go to **Set Preferences** in the right-hand corner of the window.

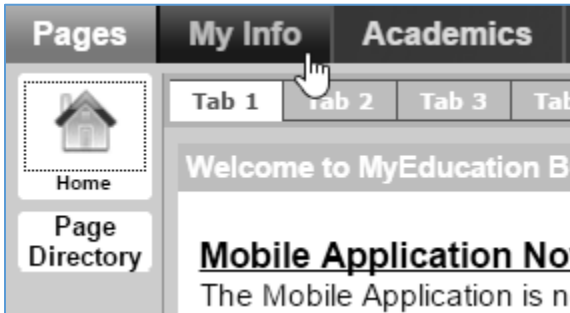


1. **Primary email.** Click **Security** tab. This is where you enter your email address. Do not enter an alternate email.
2. Choose a security question. Ensure it is an answer you will remember.

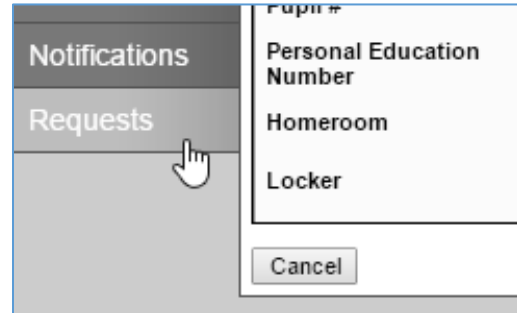
3. Change the **Default locale** on the **General** tab to **Canada**.

C. Entering your Course Selection

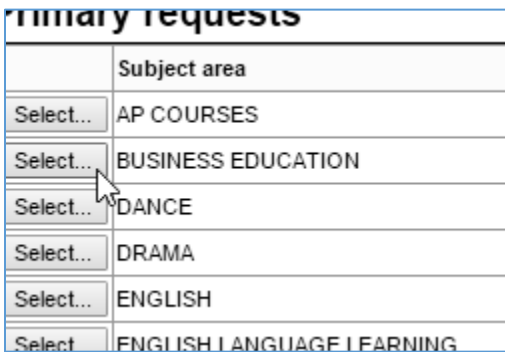
4. At the top of the screen, select the **MyInfo** tab.



5. At the left side of the screen, select **Requests**.

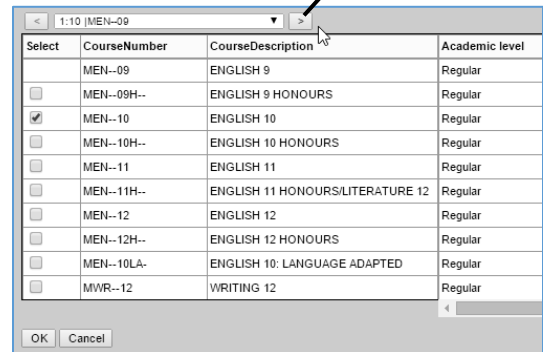


6. On the **Primary Requests** screen, select the Department to see the courses available to you.



Click here to move to the next screen if you don't see the course(s) you are looking for

7. Select any courses that you wish to take from that department. Click on **OK** when you are done selecting all your selections from that department.

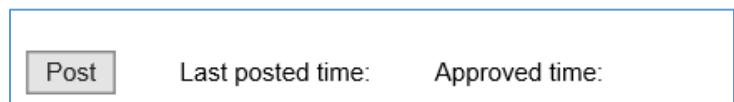


of

8. Do not enter your Alternate course choices.

9. If you are in grade 10 or 11 you must choose a Career Prep option (30 or 90 hours).

10. You must click on **Post** to save and finish!



See your counsellor if you have any questions.

Byrne Creek Course Selection for 2017/18

Grade 8:

Information distributed in tutorial February 8, 2017

Students will enter their course requests in labs in Block B

Monday, February 20th

Math8/9H (McLean)

Social Studies 8 (Mizuno)

Thursday, February 23rd

French 8 (Murphy)

Tech Ed 8 (Vince)

Friday, February 24th

Art 8 (Mathers)

Math 8 (Lam)

Monday, February 27th

Science 8 (Look)

Home Ec 8 (Cleary-Dulai)

Grade 9

Information distributed in tutorial February 15th. Students will receive course selection information, login ID, and instructions to complete at home.

Grade 10 and 11

Information distributed in Block C (gr 10) and Block D (gr 11) February 14th in the C4D (A-L, M-Z). Students will receive course selection information, login ID, and instructions to complete at home

Sessions will be held at lunch in A205 to assist those students who need help entering their course selections February 27 to March 3 by grade.