# Student Course Selection-Log in

A **Login ID** and a temporary **Password** is provided to you when you on your program planning sheet. Go to <https://www.myeducation.gov.bc.ca/aspen/logon.do> and you will see the log in window. Follow the directions below to complete the account activation:

* Enter your **Login ID** and temporary **Password**

# Student Course Selection-Select Courses

1. Click on the **FAMILY/ MY INFO** Top Tab (TT). Then go to the **Requests** Side Tab (ST). This window has three different sections:

**Instructions-** Here you will find an overview of the courses and any notes regarding course selections for your grade. These will be similar to the instructions on your course planning sheet.

**Requests-** Primary requests are your course requests for the next school year (2019-2020). By clicking on the *Select* button on the bottom of your Instructions window you can view the course options for your grade level.

**Notes for Counsellor**- leave blank

1. Click on the **Select** button on the bottom of the instructions window. This will open a pop-up window that has the available course selections for your grade.

* Courses are sorted alphabetically by department
* You can scroll through the course options by using the tab at the top of the page



* You can sort your courses by description by clicking on the **Course Description** header
* Select your course choices by clicking on the check box beside the course. When you are done click **OK**

1. When you have selected courses, you will see them in the **Primary Requests** window.

If you see an error, click the **Select** button again and make your corrections.

1. In order to *SAVE* your course selections, hit the **POST** button on the bottom of the window.

**Note:** Failure to **POST** your course selections will impact the course registration totals and may cause a course to be dropped due to lack of enrollment. Each time you make a change after posting, you must hit post again for the system to pick up the changes.

1. Logoff and return your option sheet to your counsellor.