



MYEDUCATION BC ONLINE COURSE ENTRY STUDENT INSTRUCTIONS

1. Login to your MyEducation BC student account at:
<https://www.myeducation.gov.bc.ca/asp/en/logon.do>
2. Click on the "My Info" top tab
3. Click on the "Requests" side tab

The screenshot shows the MyEducation BC interface. At the top, there are navigation tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. Below these is a 'Requests' section with a search bar and filters. A sidebar on the left contains various menu items, with 'Requests' and 'Details' highlighted by red circles. The main content area shows a table for 'Course Request Adjustments' with columns for School Course > Number, School Course > Description, School Course > Department, School Course > Grade level, School Course > Academic level, Type, Comment, and User > Name. The table currently displays 'No matching records'.

4. Click on "Entry mode >>"
You will see 3 sections:
 - Instructions (Read!)
 - Primary Requests
 - Notes for Counsellor (Do not use - leave blank)


The screenshot shows the 'Entry mode >>' section of the MyEducation BC interface. It features a sidebar with 'Requests' and 'Details' highlighted. The main content area is divided into three sections: 'Instructions', 'Primary requests', and 'Notes for counsellor'. The 'Instructions' section contains a welcome message for 'Next Year's Grade 10 students!' and provides details about course selection for the 2019-2020 school year. The 'Primary requests' section contains a table with columns for Subject area, SchoolCourse > CrsNo, SchoolCourse > Description, Alternate?, and Credit. A 'Select...' button is highlighted with a red circle. The 'Notes for counsellor' section is currently blank.

5. Click the button in the "Primary Requests" section.
The course catalogue list will appear.


- Click the **"Course Description"** column header to organize the courses alphabetically.
 - Course names are organized by department and begin with the department code.
 - Use the "<" and ">" buttons to navigate through the course catalogue pages.

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	MVAST10	AR - ART STUDIO 10	Regular	4.0		
<input checked="" type="checkbox"/>	MVAD-10	AR - STUDIO ARTS 2D 10	Regular	4.0		
<input checked="" type="checkbox"/>	MVAC-10	AR - STUDIO ARTS 3D 10	Regular	4.0		
<input type="checkbox"/>	MAC-11	BE - ACCOUNTING 11	Regular	4.0		
<input checked="" type="checkbox"/>	MADM10	BE - ENTREPRENEURSHIP & MARKETING 9-10	Regular	4.0		
<input checked="" type="checkbox"/>	MMAP-11	BE - MARKETING & PROMOTION 11	Regular	4.0		
<input type="checkbox"/>	MCLE-10	CL - CAREER LIFE EDUCATION	Regular	4.0		
<input checked="" type="checkbox"/>	XAT-10CL	CL - CAREER LIFE EDUCATION ONLINE RSS	Regular	0.0		
<input checked="" type="checkbox"/>	MDRM-10	DR - DRAMA 10	Regular	4.0		
<input checked="" type="checkbox"/>	MDRTC10	DR - THEATRE COMPANY 10	Regular	4.0		

- Select courses by clicking on the box next to the course in the **"Select"** column. (These courses should be the same ones listed on your program planning sheet.) When you are done making your selections, click the **"OK"** button.

- Your selected courses will now appear in the "Primary Requests" section.
 - To get back to the course catalogue list to make changes or corrections, click 


Primary requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
 All subjects	MAC-11	BE - ACCOUNTING 11	N	4.0
	MADM10	BE - ENTREPRENEURSHIP & MARKETING 9-10	N	4.0
	MDRM-10	DR - DRAMA 10	N	4.0
	MDRTC10	DR - THEATRE COMPANY 10	N	4.0
	MVAC-10	AR - STUDIO ARTS 3D 10	N	4.0
	MVAD-10	AR - STUDIO ARTS 2D 10	N	4.0
	MVAST10	AR - ART STUDIO 10	N	4.0
	XAT-10CL	CL - CAREER LIFE EDUCATION ONLINE RSS	N	0.0

Notes for counsellor



Last posted time: Approved time:

- Review your course selections to make sure they are accurate and match what is on your program planning sheet. If the course selections are correct, click the  button.

**Your online course entry is now complete.
Thank you!**

IMPORTANT REMINDERS

- Please submit this information before the designated deadline.
- Program planning sheets must have a parent signature and are due to the office as well.
- Counsellors will review and check all student course selections.