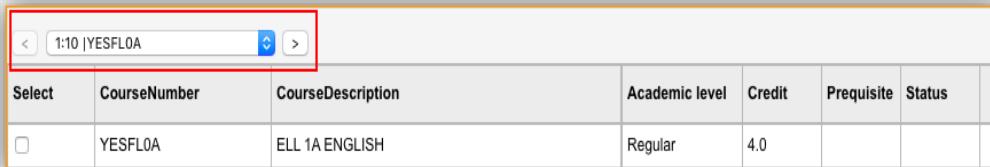


## Student Course Selection-Log in

A **Login ID** and a temporary **Password** is provided to you on your program planning sheet. If there is no password on your sheet, this indicates that you have logged in before and already have your password. Go to <https://www.myeducation.gov.bc.ca/aspen> and you will see the log in window. Enter your **Login ID** and **Password** and, if prompted, follow the account setup screens.

## Student Course Selection-Select Courses

1. If you are on mobile device, you **must** click **View Full Site** before continuing.
2. 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:** Enter your 8 course requests for next year “Primary requests.” You must also enter 2 alternate elective choices under “Alternate requests.” By clicking on the *Select* buttons on the bottom of your Instructions window you can view the course options for your grade level. Remember to scroll to all pages.  
**Notes for Counsellor:** Enter anything you would like your counsellor to be aware of while programming your courses.
3. Click on the **Select** buttons 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



Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
<input type="checkbox"/>	YESFLOA	ELL 1A ENGLISH	Regular	4.0		

- 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**

4. When you have selected courses, you will see them in the **Primary Requests** and **Alternate Requests** windows. If you see an error, click the **Select** button again and make your corrections.
5. In order to SAVE your course selections, hit the **POST** button on the bottom of the window.
6. Log off the system when you are done (top right of screen).

GRADE 9 ELECTIVES			
COURSE NO.	COURSE	COURSE NO.	COURSE
MAE-09-2D	AR - 2D Art 9	MJA-09	ML - Japanese 9
MAE-09-3D	AR - 3D Art 9: Ceramics & Sculpture	MSP-09	ML - Spanish 9
MAE-09	AR - Studio Art 9	MMU-09-CH	MU - Choir 9
MDR-09	DR - Drama 9	MMU-09-CB	MU - Concert Band 9
MADT-09	HE - Fashion & Design 9	MMU-09-GUI	MU - Guitar 9
MADFS09	HE - Food Studies 9	MADD-09	TE - Design and Drafting 9
MADIT09-WEB	IT - Web Development 9	MADM-09	TE - Metalwork 9
MFR-09	ML - French 9	MADW-09	TE - Woodwork 9
OFF-TIMETABLE ELECTIVES			
MAE-09-YB	AR - Yearbook & Photojournalism 9-12	MMU-09-JB	MU - Jazz Band 9