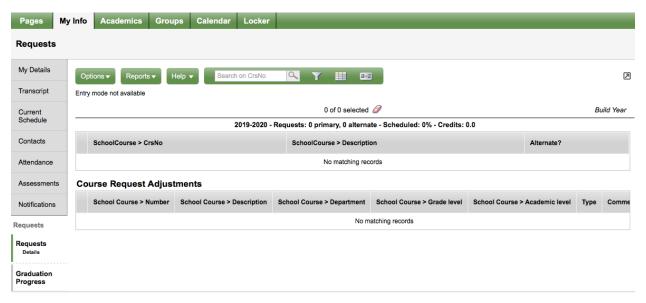


MyEducationBC Student Course Request Instructions



Student Course Selection-Select Courses

1. Click on the **My Info** Top Tab. The got to the **Requests** Side Tab. You will see the following screen:



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.

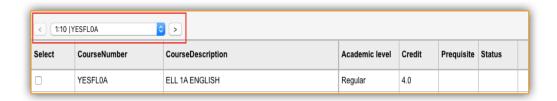
Requests- Primary requests are your course requests for the next school year (2019-

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- as needed

- 2. 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

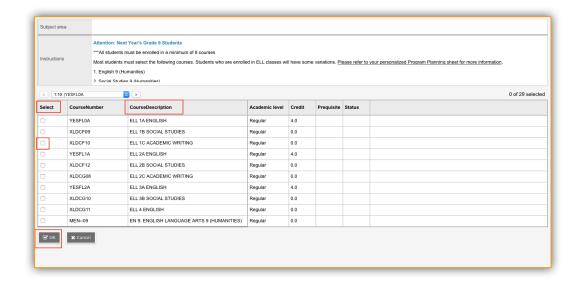


- You can sort the courses available by description by clicking on the Course Description header
- Select your course choices by clicking on the check box beside the course.
 When you are done click **OK**

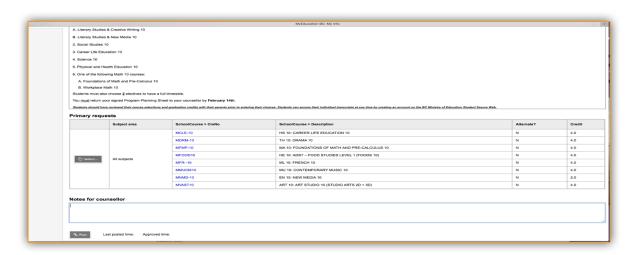


MyEducationBC Student Course Request Instructions





After selecting OK you will see your courses in the Primary Requests window.



Note: Carefully check your course requests before closing your browser. These are the requests that will be submitted as your course requests for next year.

- If you see an error, click the Select button again and make your corrections.
- When all of your course selections are correct 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. Students **MUST** submit the program planning sheet with parent signature in the counselling office for this process to be completed.