



<http://www.sd22.bc.ca/school/seaton/Pages/default.aspx>

## **ONLINE COURSE SELECTION THROUGH MyED BC**

**Logging in to Student MyED Accounts: (Best practice – use a PC/laptop or Chromebook for this)**

1. Go to <https://myeducation.gov.bc.ca/aspn/logon.do>.

Your Login ID is your PEN (Provincial Education Number)

Your PEN can be found a number of ways:

- Login to the old SIS [Student Connect](#) or [Parent Connect](#) and find it there.
- Check any paper or PDF copies of past report cards. PEN - is 9 digits.
- If you cannot locate the PEN then Email [wlseaton@sd22.bc.ca](mailto:wlseaton@sd22.bc.ca)

If you have logged in before, enter your password and skip to Step #2.

If this is your first time logging in to MyEd, your password is **Student\$22**.

If you already have an account in MyEd but have forgotten your password, click “I forgot my password”. A new password will be sent to your email account.

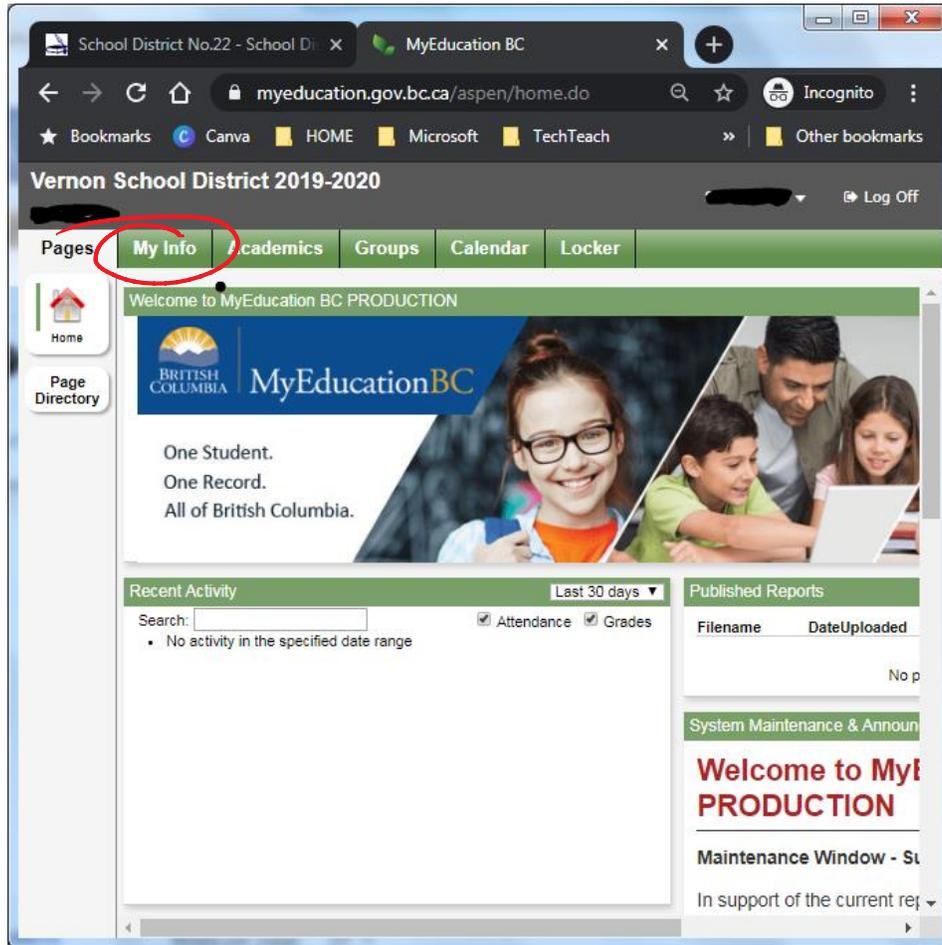
- a. **FIRST TIME LOGIN** - You will get a message saying your password has expired. You will need to reset your password following the password requirements.

Password Requirements
<ul style="list-style-type: none"><li>• Minimum length is 8</li><li>• At least one number</li><li>• At least one capital and lowercase letter</li><li>• At least one symbol that isn't a letter or number</li><li>• Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers</li></ul>

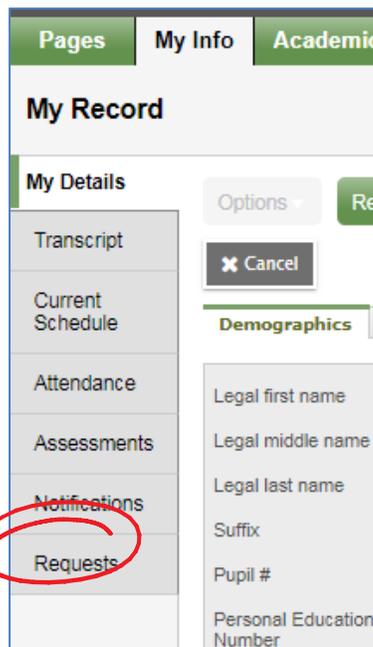
- b. **FIRST TIME LOGIN** - Enter in a primary email address. This should be your @sd22learns.ca Google email.
- c. **FIRST TIME LOGIN** - You will also need to enter a security question for password recovery.

**Selecting 2021-2022 Courses online:**

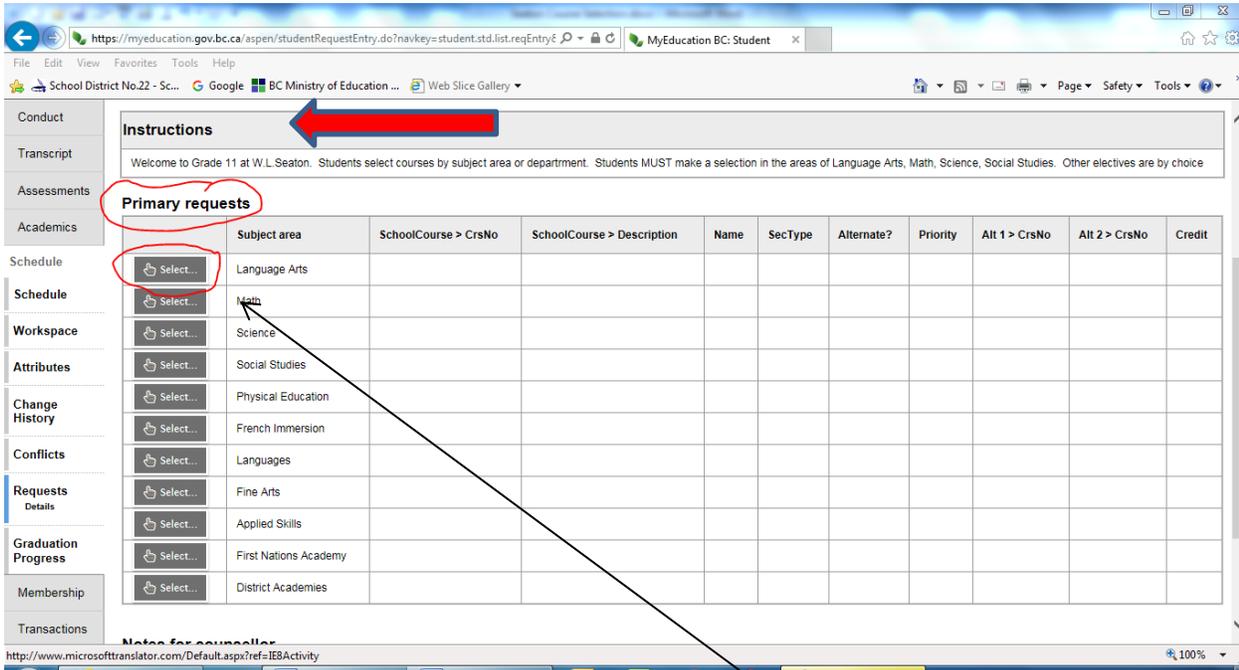
2. Once you login it will take you to the following screen. Select My Info on the top tab



3. Select Requests on the side tab.



4. You should see the screen where you can choose your schedule for the 2021-2022 School Year. **It is important to read the instructions before you start choosing your classes.** The **Primary Requests** are the courses you will be choosing for next year. Courses are divided into “subject area” categories.



5. Let’s start with the primary requests for Language Arts. Click the **“Select”** button beside the Language Arts Subject area. Following the instructions, you must have a total of 4 Credits for English. There are several different combinations to choose from to achieve this. When you have decided, click the check box beside the course(s) you would like and select OK. **Note – clicking OK automatically saves your selections in MyEd.**

Subject area	Language Arts								
Instructions	All students MUST take Literature Studies 10 as one of their Language Arts 10 selections. Students MUST select one other Language Arts 10 course.								
<input type="button" value="Select All"/> 2 of 4 sele									
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate 1	Alternate 2	
<input checked="" type="checkbox"/>	MLTST10D22A	LITERARY STUDIES 10	Regular	2.0		Required	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	MCMP510D22A	COMPOSITION 10	Regular	2.0			<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	MCTWR10D22A	CREATIVE WRITING 10	Regular	2.0			<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	MNMD-10D22B	NEW MEDIA 10	Regular	2.0			<input type="text"/>	<input type="text"/>	
<input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/>									

6. You will see the courses you have chosen show up in the primary request window. Below you see that this student selected Composition 10 and Literary Studies 10 to earn their 4 credits for English. Note: **Grade 10 is the only year where some English courses are broken down into 2 credit options.**

**Primary requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Name	SecType
<input type="button" value="Select..."/>	Language Arts	MCTWR10D22A	CREATIVE WRITING 10	W L Seaton Sec	
		MLTST10D22A	LITERARY STUDIES 10	W L Seaton Sec	

Continue through the primary requests for the other subject areas, carefully following the instructions within.

7. When you are done with your Language Arts, Science etc. It is time to choose your electives. Electives are divided up by subject area eg. Fine Arts. Put a check mark beside the Electives you would like. Select an alternate course beside the elective from the drop down list that is highlighted in yellow below. These will only become a course selection if your primary requests courses are full. Don't forget about the "IMPORTANT TIP!!" below. Click OK and your Alternate Courses will be automatically saved in MyEd.

Subject area: Electives

Instructions: You must select 2 courses from Yearbook 10 and Leadership 10 courses with the counselor.

Please select an alternate course from the drop down menu. The titles shown are the Course Number. Refer to Course Description to understand.

1:10 | MFR--10

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate 1	Alternate 2
<input checked="" type="checkbox"/>	MFR--10	FRENCH 10	Regular	4.0			<input type="text" value="MFR--10"/>	<input type="text" value="MFR--10"/>
<input type="checkbox"/>	MSP--10	SPANISH 10	Regular	4.0			<input type="text" value="MSP--10"/>	<input type="text" value="MSP--10"/>
<input type="checkbox"/>	MBSP-11	INTRODUCTORY SPANISH 11	Regular	4.0			<input type="text" value="MBSP-11"/>	<input type="text" value="MBSP-11"/>
<input type="checkbox"/>	MFRI-11	CORE FRENCH INTRODUCTORY 11	Regular	4.0			<input type="text" value="MFRI-11"/>	<input type="text" value="MFRI-11"/>
<input checked="" type="checkbox"/>	MDRM-10D22A	DRAMA 10	Regular	4.0			<input type="text" value="MDRM-10D22A"/>	<input type="text" value="MDRM-10D22A"/>
<input type="checkbox"/>	MDRD-10	THEATRE PRODUCTION 10	Regular	4.0			<input type="text" value="MDRD-10"/>	<input type="text" value="MDRD-10"/>
<input type="checkbox"/>	MDRR-10	DRAMA 10: THEATRE PERF	Regular	4.0			<input type="text" value="MDRR-10"/>	<input type="text" value="MDRR-10"/>
<input type="checkbox"/>	MVAC-10D22A	STUDIO ARTS 3D 10	Regular	4.0			<input type="text" value="MVAC-10D22A"/>	<input type="text" value="MVAC-10D22A"/>

8. On your request page you should now see all of your primary requests and alternate requests. If you wish to make any changes, click the "Select" button and remove/add check marks for the courses you want to take. **Remember to click "OK" again after any changes you make.**
9. Once you are satisfied with your primary and your alternate requests, you can log-off. All of your course requests will be automatically saved in MyEd. Your screen should look similar to the one below.

**Primary requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Name	SecType	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo	Credit
Select...	Seaton Academy									
Select...	Non Seaton Academy									
Select...	French Immersion	FFRAL09	FRANCAIS LANGUE 9	W L Seaton Sec		N	0			0.0
		FSCF-09	SCIENCES NATURELLES 9	W L Seaton Sec		N	0			0.0
		FSCHF09	SCIENCES HUMAINES 9	W L Seaton Sec		N	0			0.0
		MADFS09	ADST - Food Studies	W L Seaton Sec		N	0			0.0
		MADIT09	ADST - Information and Communications Technologies	W L Seaton Sec		N	0			0.0
		MEN-09D22F	ENGLISH 9	W L Seaton Sec		N	0			0.0
		MMA-09D22A	MATHEMATICS 9 - FRENCH	W L Seaton Sec		N	0			0.0
		MPHE-09	PHYSICAL AND HEALTH EDUCATION 9	W L Seaton Sec		N	0			0.0
Select...	Applied Skills	MADM-09	METALWORK 9 - ADST	W L Seaton Sec		N	0			0.0
		MADT-09	TEXTILES 9 - ADST	W L Seaton Sec		N	0			0.0
Select...	Fine Arts									

Your counsellors will be helping with special course requests so we recommend emailing the counsellors directly for those requests. Special requests include Leadership, **CLC outside the timetable**, Yearbook, EarthQuest, Sport Academies.

The “Notes for counsellors” field in MyED doesn’t function well as a communication tool so we are not using that for our special requests and email is still best for this. Families should email school counsellors directly:

Last Name A to L Mr. Colclough

[ccolclough@sd22.bc.ca](mailto:ccolclough@sd22.bc.ca)

Last Name M to Z Ms. Cyr

[ccyr@sd22.bc.ca](mailto:ccyr@sd22.bc.ca)

**The on-line course selection screens will be open until April 9<sup>th</sup> 2021. After that date, any changes to your course selections will need to be made through your school counselor.**

