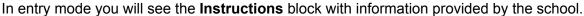
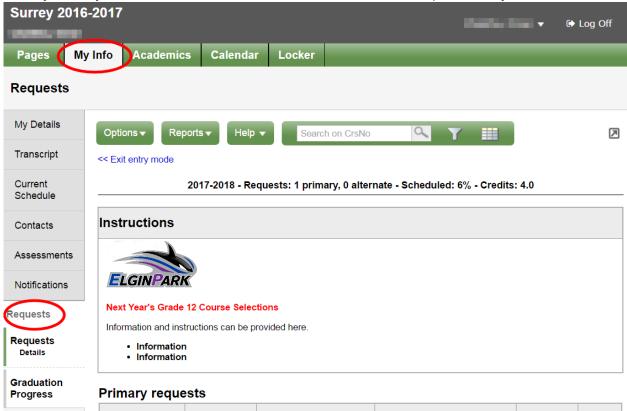
### Online Course Requests Student Instructions 2022 – 2023

When you log onto your MyEdBC Student Portal, you will be able to select Course Requests by going to the **My Info** top tab > **Requests** side tab.

Requests are entered in 'Entry Mode' view which is the default view. You can use the blue hyperlinks of Entry mode >> and << Exit entry mode to toggle between the two views.





# **Primary Requests**

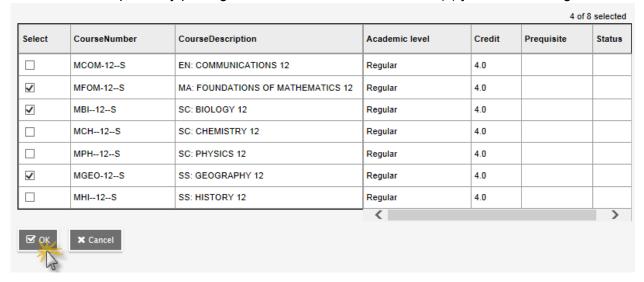
Primary requests refer to your first choice course selections within each available Subject Area. To choose from a list of available requests click the **Select** button:

Primary requests					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
& Select	Academic	MBI12S	SC: BIOLOGY 12	N	4.0
		MEN12S	EN: ENGLISH 12	N	4.0
		MFOM-12S	MA: FOUNDATIONS OF MATHEMATICS 12	N	4.0
		MGEO-12S	SS: GEOGRAPHY 12	N	4.0
€ Select	Elective	MCAFT12S	CAFETERIA TRAINING 12	N	4.0
		MCJ12S	CARPENTRY & JOINERY 12	N	4.0
		MDNC-12S	FA: DANCE: CHOREOGRAPHY 12	N	4.0
		MFR12S	FRENCH 12	N	4.0

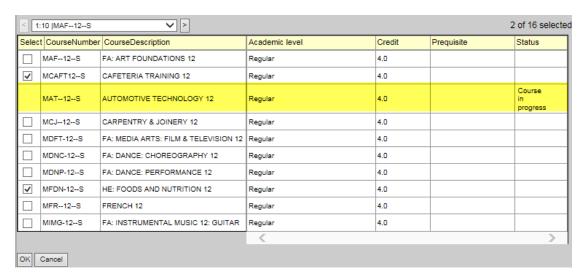
Be sure to read any additional instructions provided. There may be more than one page of requests available to choose from. Use the drop down menu and/or the forward and back arrows to move between pages of requests:



Select course requests by placing a check mark next to the course(s) you are selecting and click **OK**:

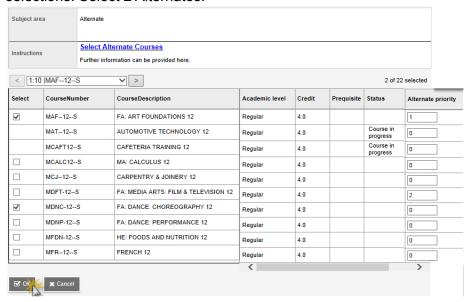


If you are currently taking a course from the list there will be no check box available and the **Status** column will indicate *Course in progress*. If you need to request a course that you are currently taking, please see a counsellor to add this request for you as you are unable to add it yourself.



#### **Alternate Requests**

This section will appear underneath your Primary Requests. When you click on the **Select** button you will notice an additional column title **Alternate Priority** which allows you to prioritize your course selections. Select 2 Alternates.



#### **Notes for Counsellor**

This is the area where you can enter a note for your counsellor.



## **Posting**

Once you have completed your course selection you must click the **Post** button at the bottom of the entry mode screen. You are able to re-post your course selections as long as the course selection window is open.



If you have forgotten/lost your MyEd BC Portal password and need to have it reset, please email <a href="mailto:elginpark@surreyschools.ca">elginpark@surreyschools.ca</a>

Type MyEd BC Portal Login in the subject line. In the body of the email, include your First and Last Name, Student #, and what issue you are having.