

REQUEST FOR ENTRY BY SCHOOL OFFICE **STUDENT NAME:** _____

STUDENTS: We recommend that you familiarize yourself and use your MyEdBC student portal account for direct course request entry; however, if you experience technical difficulty, and have reviewed the troubleshooting tips for MyEdBC in the text box below, we ask that you complete this side with your choices and return to the Counselling office. **Please follow instructions in each section and print legibly.**

REQUIRED COURSES

- English Studies 12** (If you have already completed ENG ST 12 choose another elective)
- Career Life Connections 12** (If you have already completed CLC 12 choose another elective)

PRIMARY ELECTIVES

List 6 primary elective choices here

- 1. _____ (12)
- 2. _____ (12)
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- *7. _____ (* choose only if you have completed ENG St 12)
- *8. _____ (* choose only if you have completed CLC 12)

ALTERNATE ELECTIVES

List 4 alternate elective choices here

- 1. _____
- 2. _____
- 3. _____
- 4. _____

**PASSWORD RESET FOR MYEDBC
STUDENT PORTAL**

Navigate via your browser to:

<https://myeducation.gov.bc.ca/aspden/logon.do>

Log-in ID: firstname.lastname@student.sd73.bc.ca

Click on: I forgot my password

- ◆ The automated password recovery system **will email you** (using your school district email) a new temporary password.
- ◆ **Type in** the temporary password exactly as shown in the email and be prepared to create a password that has:
 - ◆ **Minimum 8** to **Maximum 14** characters
 - ◆ **1 Capital** letter
 - ◆ **1 lower case** letter
 - ◆ **1 number**
 - ◆ **1 special character** (# !@ \$)
- ◆ Password cannot contain your own name
- ◆ **Example** of a strong password: **Mar2022\$**
- ◆ **Record** your new password and keep it in a secure location.
- ◆ If you are still **unable to login** using your new account information, please contact the school office for assistance.
- ◆ Conversely, you may also **fill in this sheet** and have your course requests entered manually by the Counselling Office.

OFF TIMETABLE ELECTIVES

- 1. _____
- 2. _____