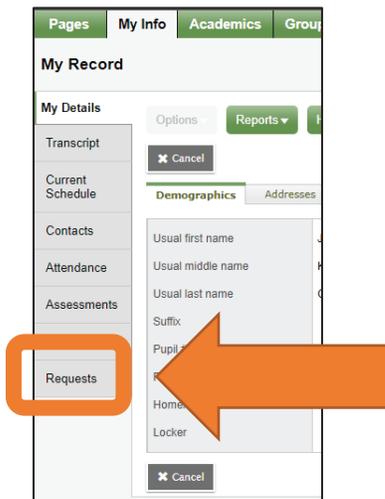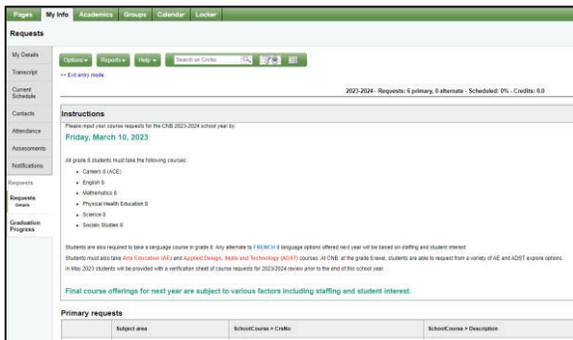# Making course requests in MyEd

Select the My Info tab.

On the left column select the Requests tab.

Read through the information in the instruction box.

Skip over the Other courses.

They have already been selected for you.

Click the Languages tab.

1. Select all three languages on the left.
2. Then rank them in order of preference on the right
3. Click the OK button at the bottom of the window.

*Please note, **IF** we are able to offer different language options for Grade 8, we would like to know your preference. Final course offerings for next year are subject to various factors including staffing and student interest.*

This is an example of a completed selection and ranking. Be sure to rank **YOUR** preferences.

Once you click OK, if you have not selected all languages the following error message will pop up. Go back and select and rank all language options.
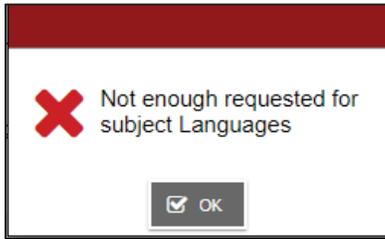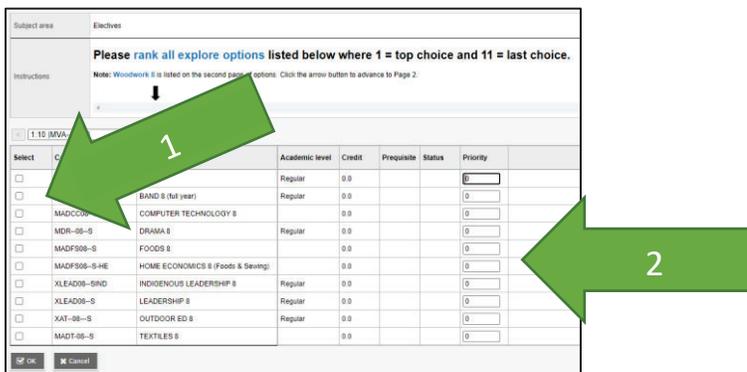

Once you have successful selected and ranked all language options, you will be brought back to the make request screen. Click the Electives tab.
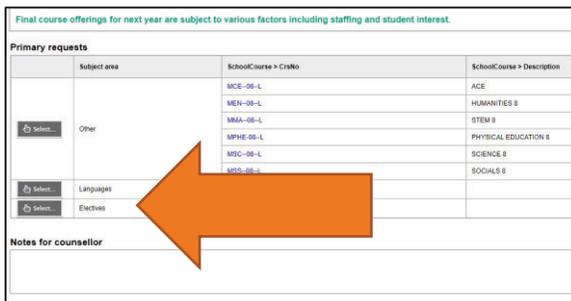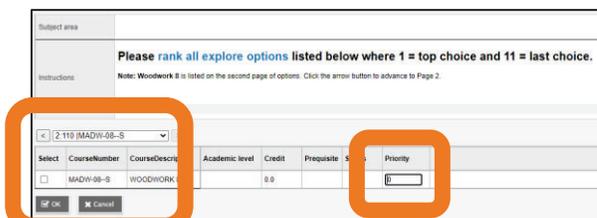

In this window you will need to:

1. Select all eleven explore options on the left.
2. Then rank them all in order of preference on the right.

Note: Woodwork 8 is on the second page, be sure to arrow to Page 2.

Be sure to select and rank Woodwork 8 on Page 2.

This is an example of a completed selection and ranking. Be sure to rank YOUR preferences.

Click the OK button at the bottom of the window. If you have not selected all explore options the following error message will pop up. Go back and select and prioritize all explore options.
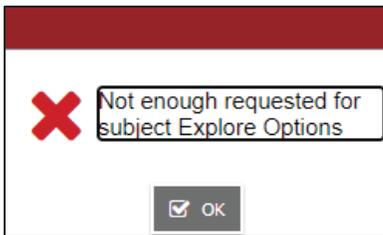
You will be brought back to the main course request screen. You should now see all courses listed.

Scroll to the bottom of the page.

1. Include any notes for administration in the Notes for counsellor box.
   These notes will be looked at when making classes. Information will NOT be collected through email or meeting. Instead, please list notes here. There will also be a form you and/or your parent/guardian can link to from the school website. The school team will reach out to you if clarification about your note(s) is needed.
2. Click the Post button at the bottom of the page.

You can login and adjust course requests and notes for counsellor until **Friday March 10, 2023**.

If you are ever stuck trying to enter course requests and cannot access the categories, check that you are in request entry mode. If not, click the **Entry mode >>** link.