

Course Request Input in MyEducation BC

CNB Middle School

For the 2023/2024 school year

First time logging into MyEd

Go to the CNB website www.cnb.sd23.bc.ca and scroll to the bottom of the page.



Select the **MyEducation Login** tab.



Using the information on your Login Letter provided by your ACE teacher to enter your Login ID and Temporary Password.

A screenshot of the 'MyEducation BC Prod' login form. It has a title 'MyEducation BC Prod' at the top. Below it, there are two input fields: 'MyEducation BC Login ID' and 'MyEducation BC Password'. To the right of the Login ID field is a link that says 'Request an account'. Below the Password field are two links: 'Login Information' and 'I forgot my password'. At the bottom left, there is a 'Log On' button with a right-pointing arrow.

Once you have logged on you will be prompted to update your **Security Preferences** to allow for password recovery.

1. Keep your email as your school district @learn email.
2. Select a security question
3. Provide the answer, and confirm the answer.
4. Submit

Security Preferences Update
To enable self serve password recovery, please provide the following information

Primary email: [redacted].stu@learn.sd23.bc.ca

Security question: [dropdown menu open]

Security answer: [text input]

Confirm answer: [text input]

Submit Cancel

1 2

The screenshot shows the 'Security Preferences Update' form. A green arrow labeled '1' points to the title. Another green arrow labeled '2' points to the dropdown menu for selecting a security question. The dropdown menu is open, showing a list of questions such as 'What city did your father grow up in?' and 'What is your favourite vacation spot?'. The 'Submit' and 'Cancel' buttons are visible at the bottom.

Security Preferences Update
To enable self serve password recovery, please provide the following information

Primary email: [redacted].stu@learn.sd23.bc.ca

Security question: [selected question]

Security answer: [password input]

Confirm answer: [password input]

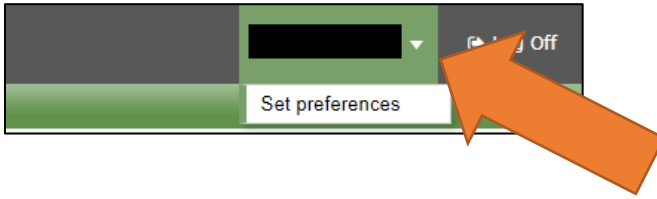
Submit Cancel

3 4

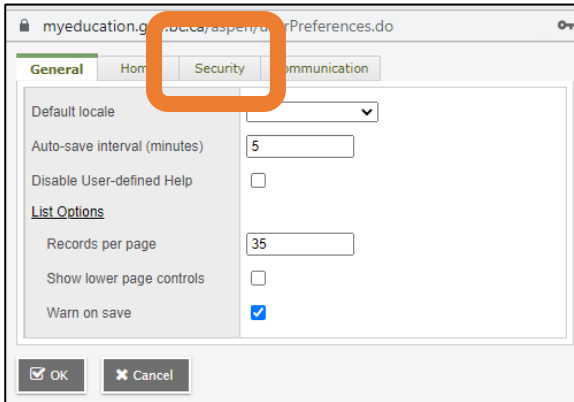
The screenshot shows the 'Security Preferences Update' form. A green arrow labeled '3' points to the 'Security answer' and 'Confirm answer' input fields, which are filled with asterisks. Another green arrow labeled '4' points to the 'Submit' button. The 'Security question' dropdown is now closed and shows the selected question.

Changing your password in MyEd

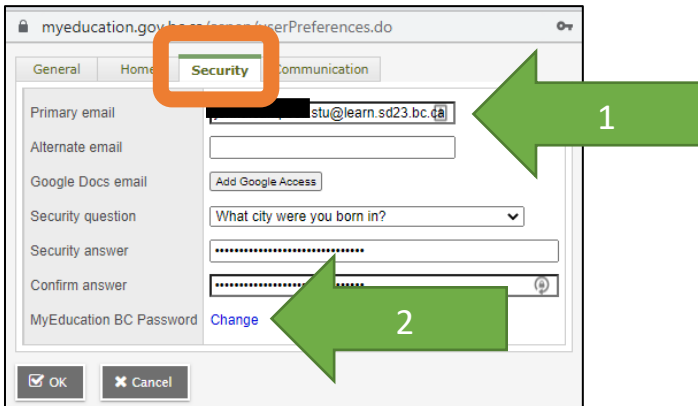
To change your temporary password go to the Set preference tab in the top left of the screen. Use the dropdown menu next to your name.



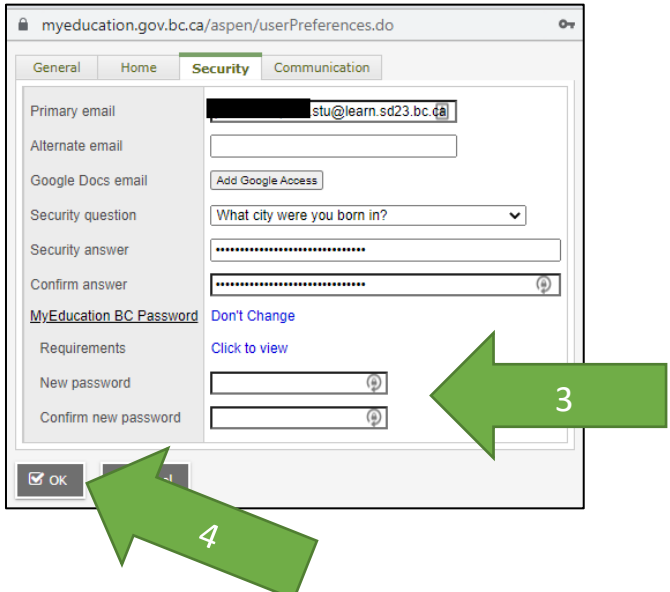
When the window pops up, select the Security tab.



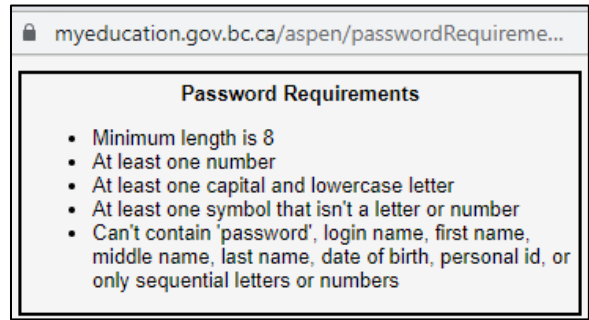
1. Keep your email as your school district @learn email.
2. Select Change option near the bottom of the window.



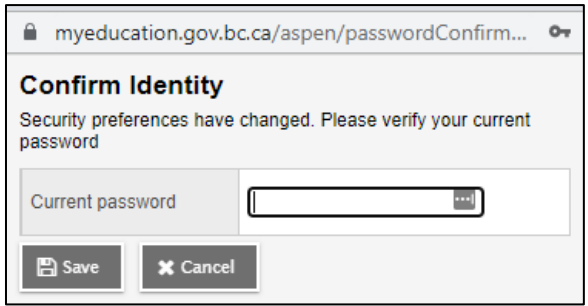
3. Enter your New password, and confirm the password.
4. Click OK



Your new password must meet the Password Requirements.

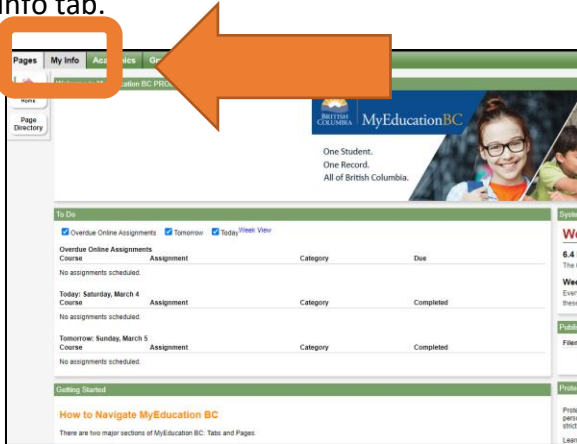


5. You will be asked to Confirm Identity by entering your current (temporary password) before the new password change updates.

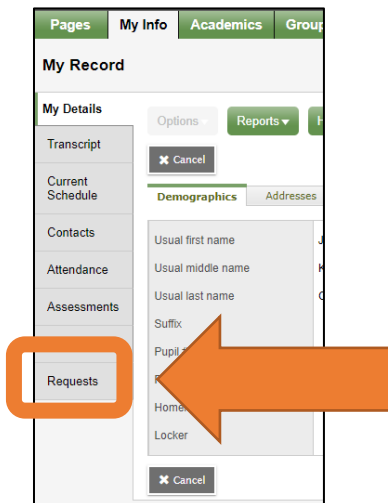


Making course requests in MyEd

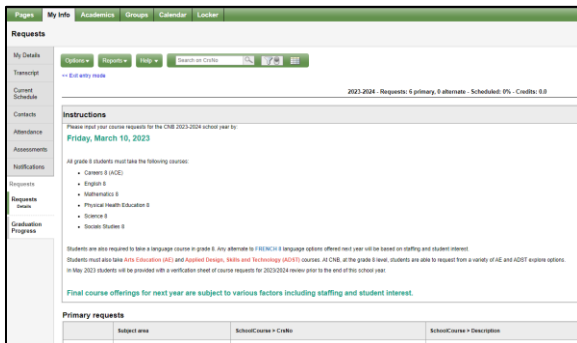
Select the My Info tab.



On the left column select the Requests tab.



Read through the information in the instruction box.



Skip over the Other courses.

Final course offerings for next year are subject to various factors including staffing and student interest.

Primary requests

Subject area	School/Course > CrnNo	School/Course > Description
	MCE-08-L	ACE
		HUMANITIES 8
		STEM 8
		PHYSICAL EDUCATION 8
		SCIENCE 8
		SOCIALS 8
Other		
Languages	MSS-08-L	
Electives		

Notes for counsellor

They have already been selected for you.

Subject area

Instructions: These are all courses required for grade 8. They have already been selected for you.

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	MEN-08-L	HUMANITIES 8	Regular	0.0		Required
<input checked="" type="checkbox"/>	MSS-08-L	SOCIALS 8	Regular	0.0		Required
<input checked="" type="checkbox"/>	MMA-08-L	STEM 8	Regular	0.0		Required
<input checked="" type="checkbox"/>	MSC-08-L	SCIENCE 8	Regular	0.0		Required
<input checked="" type="checkbox"/>	MPHE-08-L	PHYSICAL EDUCATION 8	0.0			Required
<input checked="" type="checkbox"/>	MCE-08-L	ACE	0.0			Required

OK Cancel

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.

Subject area

Instructions: Please rank language options listed below where 1 = top choice and 3 = last choice. Any alternate to French 8 language options for next year will be based on staffing and student interest.

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Priority
<input type="checkbox"/>	MFR-08-L	FRENCH 8	Regular	0.0			0
<input type="checkbox"/>	MJA-08-L	JAPANESE 8	Regular	0.0			0
<input type="checkbox"/>	MSP-08-L	SPANISH 8	Regular	0.0			0

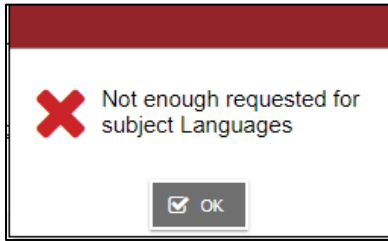
OK Cancel

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

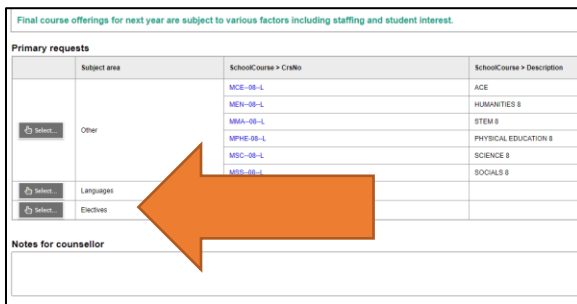
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Priority
<input checked="" type="checkbox"/>	FR-08-L	FRENCH 8	Regular	0.0			1
<input checked="" type="checkbox"/>	JA-08-L	JAPANESE 8	Regular	0.0			3
<input checked="" type="checkbox"/>	SP-08-L	SPANISH 8	Regular	0.0			2

OK Cancel

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.



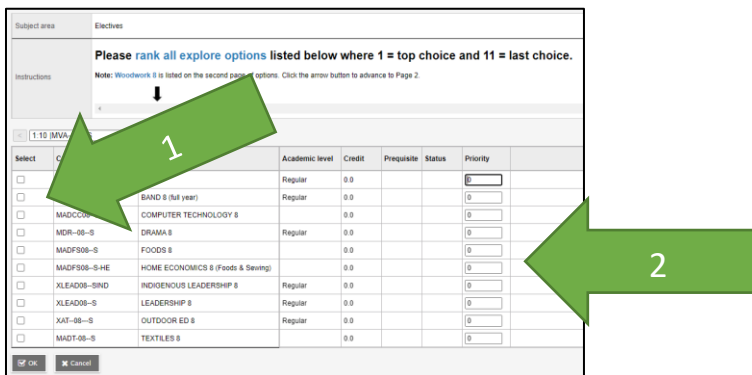
Once you have successfully selected and ranked all language options, you will be brought back to the make request screen. Click the Electives tab.



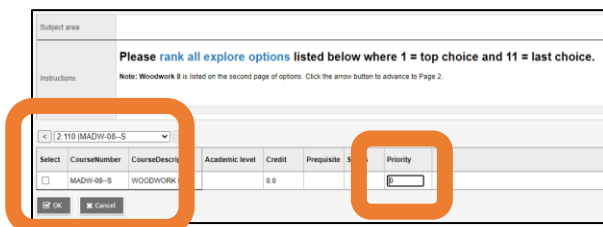
In this window you will need to:

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.

Subject area

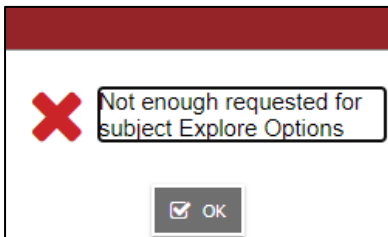
Instructions: **Please rank all explore options listed below where 1 = top choice and 11 = last choice.**
 Note: Woodwork 8 is listed on the second page of options. Click the arrow button to advance to Page 2.

1:10 MVA--88-S

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Priority
<input checked="" type="checkbox"/>	MVA--88-S	ART 8	Regular	0.0			6
<input checked="" type="checkbox"/>	MMU--88-L	BAND 8 (3rd year)	Regular	0.0			2
<input checked="" type="checkbox"/>	MADCC88-S	COMPUTER TECHNOLOGY 8		0.0			1
<input checked="" type="checkbox"/>	MDR--88-S	DRAMA 8	Regular	0.0			7
<input checked="" type="checkbox"/>	MADFS88-S	FOODS 8		0.0			3
<input checked="" type="checkbox"/>	MADFS88-S-HE	HOME ECONOMICS 8 (Foods & Sewing)		0.0			4
<input checked="" type="checkbox"/>	XLEAD88-SND	INDIGENOUS LEADERSHIP 8	Regular	0.0			10
<input checked="" type="checkbox"/>	XLEAD88-S	LEADERSHIP 8	Regular	0.0			9
<input checked="" type="checkbox"/>	XAT--88-S	OUTDOOR ED 8	Regular	0.0			8
<input checked="" type="checkbox"/>	MADT--88-S	TEXTILES 8		0.0			5

OK Cancel

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.

Final course offerings for next year are subject to various factors including staffing and student interest.
 In May students will be provided with a verification sheet of course requests for 2023/2024 review prior to the end of the school year.

Primary requests			
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
<input type="checkbox"/>	All subjects	MCE--88-L	ACE
<input type="checkbox"/>		MEN--88-L	HUMANITIES 8
<input type="checkbox"/>		MMU--88-L	STEM 8
<input type="checkbox"/>		MPHE--88-L	PHYSICAL EDUCATION 8
<input type="checkbox"/>		SPIC--88-L	SCIENCE 8
<input type="checkbox"/>		SPSS--88-L	SOCIALS 8
<input type="checkbox"/>		SPFR--88-L	FRENCH 8
<input type="checkbox"/>		SPSP--88-L	SPANISH 8
<input type="checkbox"/>		SPJ--88-L	JAPANESE 8
<input type="checkbox"/>		All subjects	MADCC88-S
<input type="checkbox"/>	MBU--88-L		BAND 8
<input type="checkbox"/>	MADFS88-S		FOODS 8
<input type="checkbox"/>	MADFS88-S-HE		HOME ECONOMICS 8
<input type="checkbox"/>	MADT--88-S		ADST - TEXTILES
<input type="checkbox"/>	MVA--88-S		ART 8
<input type="checkbox"/>	MDR--88-S		DRAMA 8
<input type="checkbox"/>	XAT--88-S		OUTDOOR ED 8
<input type="checkbox"/>	XLEAD88-S		LEADERSHIP 8
<input type="checkbox"/>	XLEAD88-SND		INDIGENOUS LEADERSHIP 8
<input type="checkbox"/>	MADW--88-S	WOODWORK 8	

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.

Select	All subjects	MVA-08-S	ART 8
		MDR-08-S	DRAMA 8
		XAT-08-S	OUTDOOR ED 8
		XLEAD08-S	LEADERSHIP 8
		XLEAD08-SND	INDIGENOUS LEADERSHIP 8
		MADW-08-S	WOODWORK 8

Notes for counsellor

Post

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.

Pages My Info Academics Groups Calendar Locker

Requests

My Details Options Reports Help Search on CrsNo

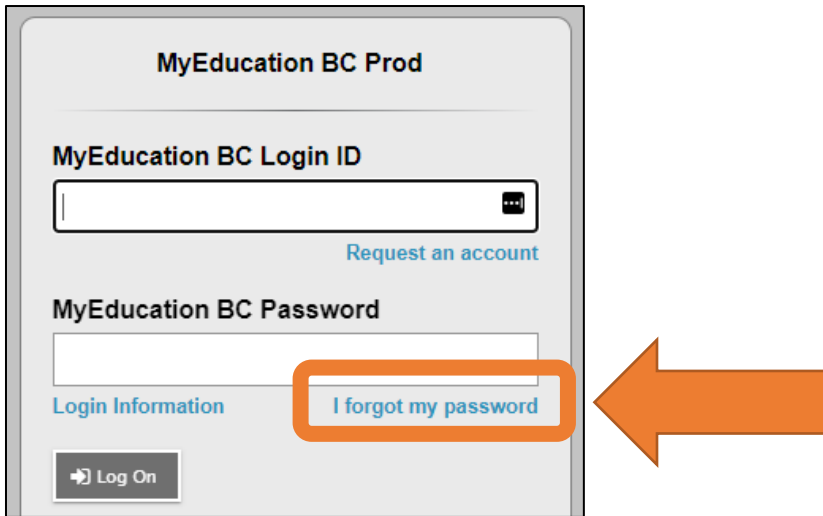
Transcript [Entry mode >>](#)

Current Schedule

Contacts SchoolCourse > CrsNo

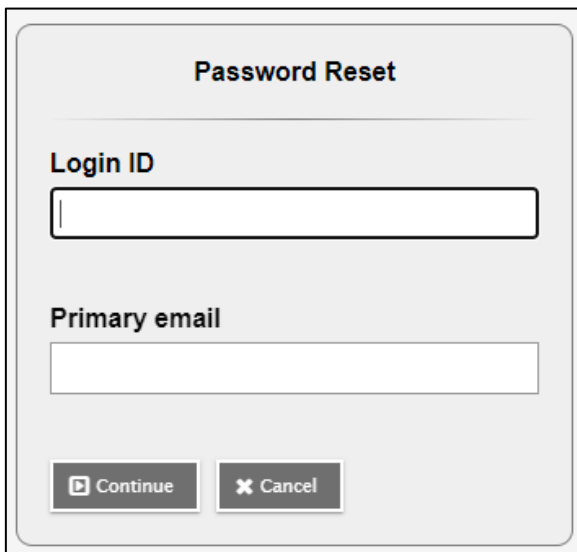
Resetting a forgotten password

If you forget your password, when you are at the login screen for MyEd, click the [I forgot my password](#) link.



The image shows the MyEducation BC Prod login interface. It features a title bar, a 'MyEducation BC Login ID' input field with a password toggle icon, a 'Request an account' link, a 'MyEducation BC Password' input field, a 'Login Information' link, and a 'Log On' button. The 'I forgot my password' link is highlighted with an orange box, and a large orange arrow points to it from the right.

This will bring you to the Password Reset window. Use your Login ID and @learn email. This process will allow you to complete the steps to reset your password.



The image shows the Password Reset window. It has a title bar, a 'Login ID' input field, a 'Primary email' input field, and two buttons: 'Continue' and 'Cancel'.