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.

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 i

Primary email	.stu@learn.sd23.bc.ca
Security question	
Security answer	
Confirm answer	

What city did your father grow up in?
What city did your mother grow up in?
What city were you born in?
What is your father's middle name?
What is your favourite vacation spot?
What is your mother's maiden name?
Who is your favourite actor, musician, or artist?
Who is your favourite athlete?
Who is your favourite author?

Submit   Cance

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

Primary email	.stu@learn.sd23.bc.ca
Security question	What
Security answer	••••••••
Confirm answer	••••••••

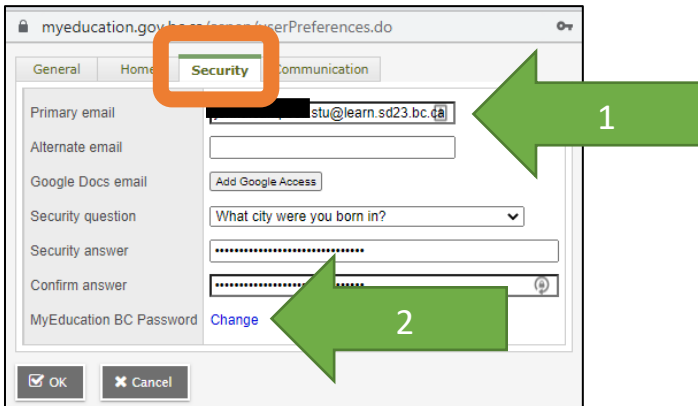Submit   cel

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.
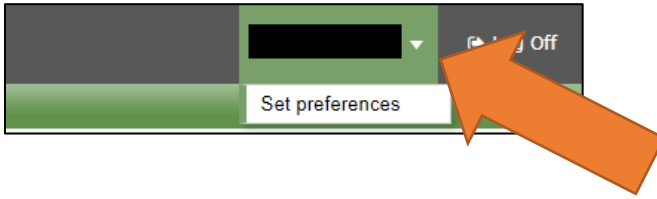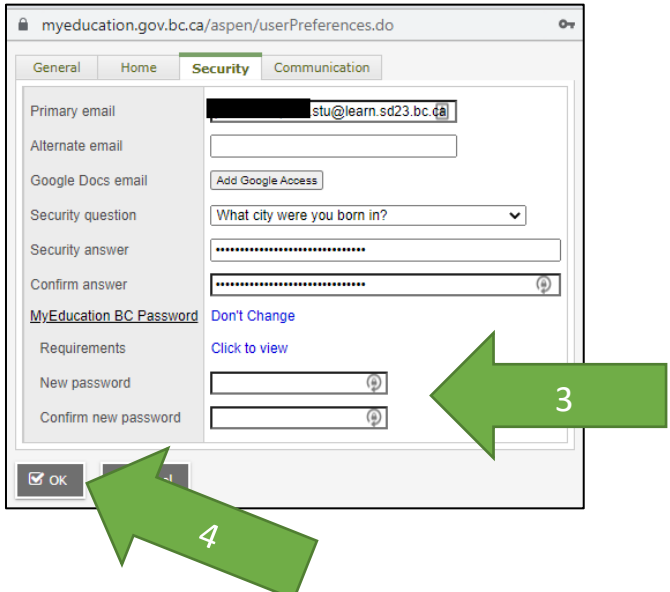

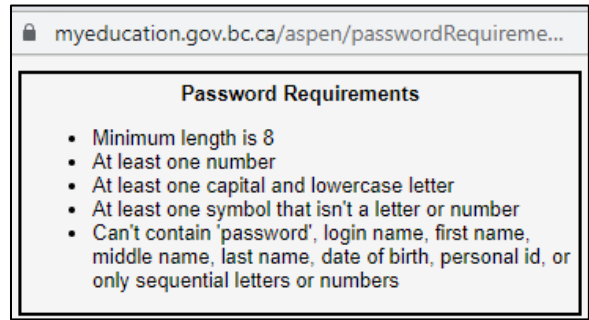
When the window pops up, select the Security tab.
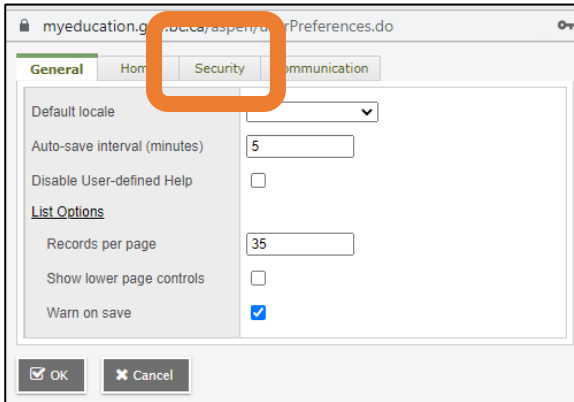
1. Keep your email as your school district @learn email.
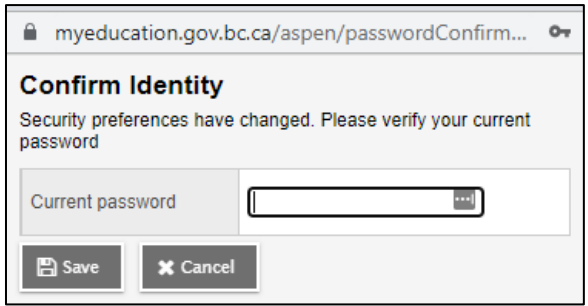2. Select Change option near the bottom of the window.

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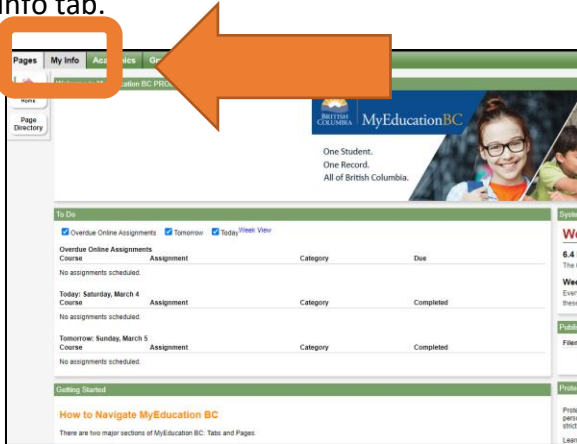

Your new password must meet the Password Requirements.

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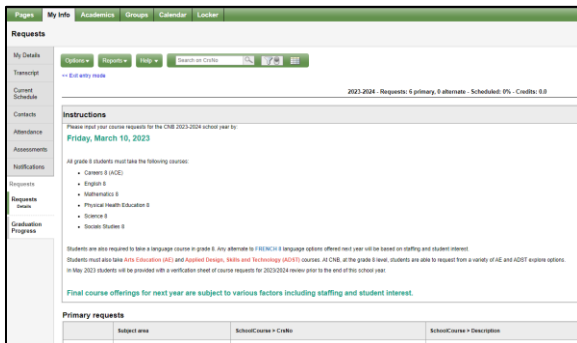
Making course requests in MyEd

Select the My Info tab.

On the left column select the Requests tab.
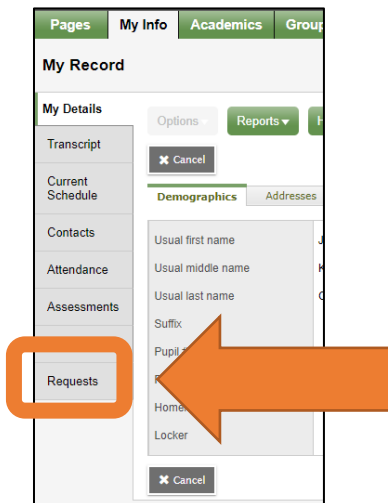
Read through the information in the instruction box.

Skip over the Other courses.

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.
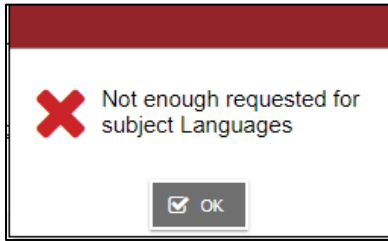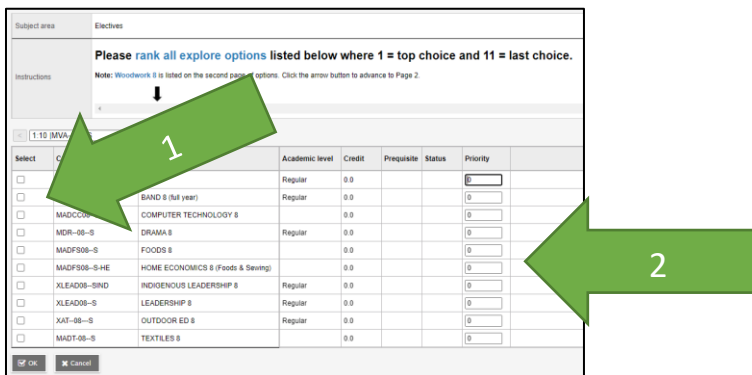

Once you have successful selected and ranked all language options, you will be brought back to the make request screen. Click the Electives tab.
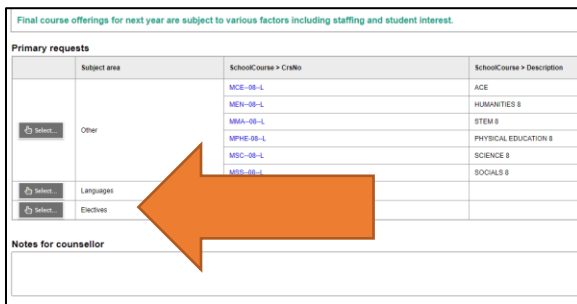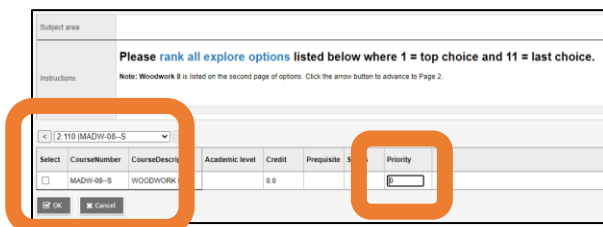

In this window you will need to:

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.

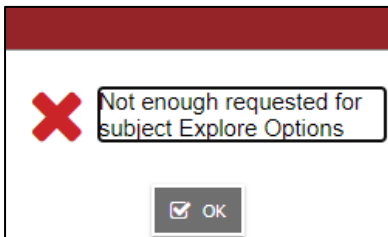This is an example of a completed selection and ranking. Be sure to rank YOUR preferences.

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.

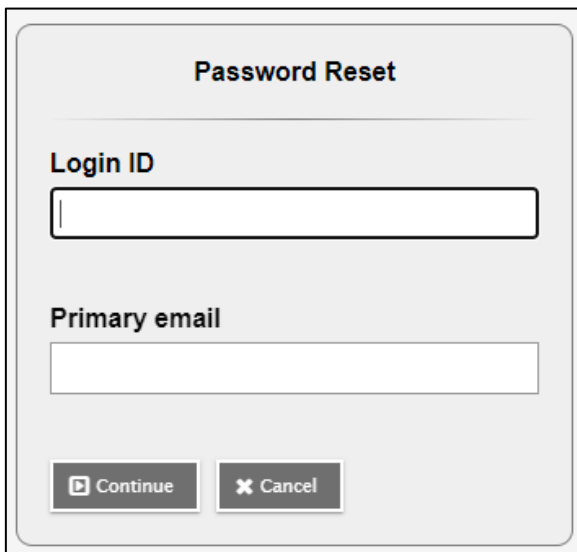You can login and adjust course requests and notes for counsellor until **Friday March 10, 2023**.
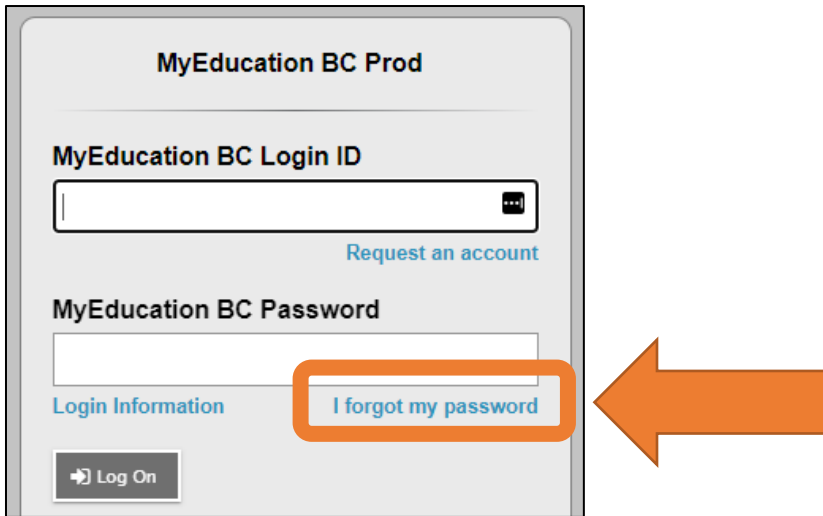
Resetting a forgotten password

If you forget your password, when you are at the login screen for MyEd, click the **I forgot my password** link.

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.