

## MyEducation BC Grade 8 COURSE SELECTION INSTRUCTIONS

## 2024/2025

EDWARD MILNE COMMUNITY SCHOOL 6218 Sooke Road, Sooke, BC, V9Z 1J1 Please note this login is for STUDENTS only, parents will have previously received their password and login details from Journey Middle School. You MUST use a desktop computer or laptop to activate your user account for the first time. NOT A PHONE.

Go to <a href="https://www.myeducation.gov.bc.ca/aspen/logon.do">https://www.myeducation.gov.bc.ca/aspen/logon.do</a>

• Use your pupil number as the **"Login ID,** along with this temporary password. YOU must log in accurately! More than 2 inaccurate attempts may lead to being temporarily locked out!

Login ID	
- /-	
Password	
8	
	I forgot my passwor

• You will be prompted to change your password and create your security preferences.

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Current Password New Password Confirm New Password		

## Create your own new Password: \_

(It must be a minimum of 8 characters in length. Included upper- and lower-case letters and at least one symbol and one number. You cannot use your name, date of birth or student number.)

Primary email	
Security question	
Security answer	
Confirm answer	

Use your student learns email address – DO NOT use a parent email. This
email is used in the case that you forget your password, security question
and answer. It will also be the email EMCS will use to communicate directly
with students.

If you have forgotten your password, please refer to the Password Recovery Instructions.

Contact EMCS at <u>emcs@sd62.bc.ca</u> if you need further assistance.

COURSE SELECTION

First, make sure you have read the information in our Course Selection webpage carefully <u>http://emcs.web.sd62.bc.ca/students/course-selection/</u>

• Log on to <a href="https://myeducation.gov.bc.ca/aspen/logon.do">https://myeducation.gov.bc.ca/aspen/logon.do</a> and select "My Info" and select "Requests. The Requests page appears.

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My Record				
My Details	Options	teports 🗸 🛛 Help	•	
Transcript	X Cancel	and a second second		
Current Schedule	Demographics	Addresses	Photo	
Contacts	Legal first name			
Attendance	Legal middle nam	e		
Assessments	Legal last name	-		
Notifications	Pupil #			
Requests	Personal Educatio	n		

- Select courses as outlined in the instructions for your grade level.
- When you read the instructions, pay particular attention to the number of "primary" requests AND "alternate" requests you are required to enter.
- Make sure to click **"Post"** at the bottom of the screen to ensure your selections are saved.

Course placement will be finalized in August. Please contact office staff is you require assistance.

*EMCS Office*: 250-642-5211

Carrie Kennedy, Office Manager: <a href="mailto:ckennedy@sd62.bc.ca">ckennedy@sd62.bc.ca</a>

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