1.0 Student Portal - Course Selections

## 1.01 Logging onto Student Portal - MyEducationBC

Student will receive an email in their Learn60 email account, with login credentials, i.e. Username and password (these are case sensitive, so enter them exactly as they are received)

1.02 Course Selections

When the student has accessed the program, they will need to go to the following section to complete their course selections:

Student View>My Info Top Tab>Requests Side Tab
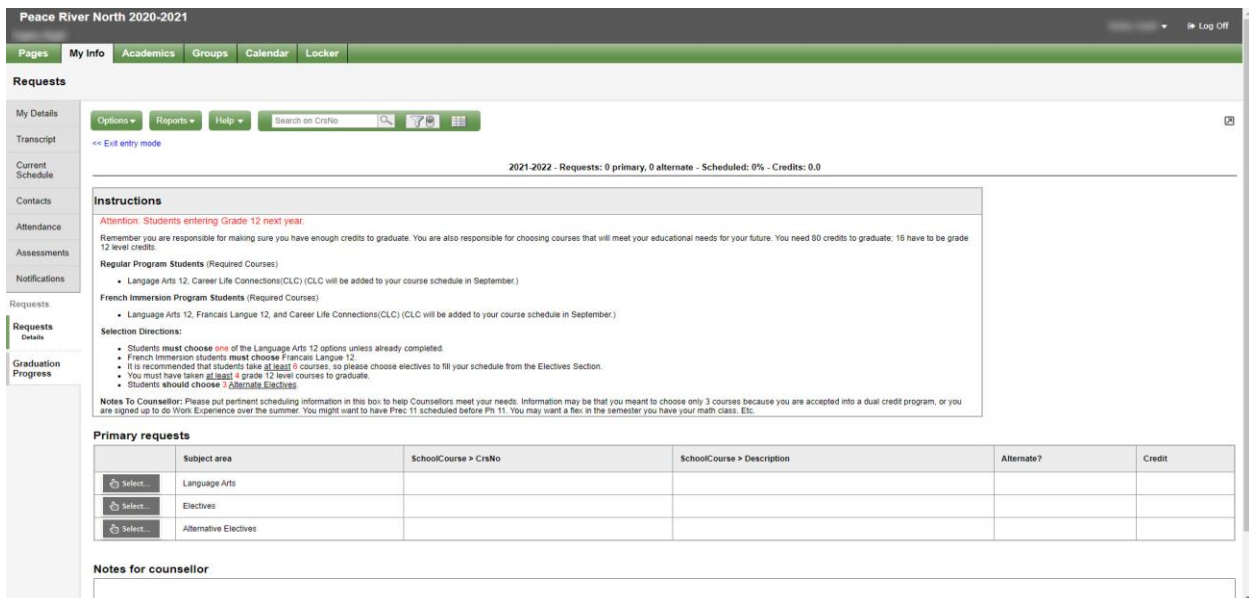
In the Instructions, there will be information based on the grade that the student will be going into.

1.03 Primary Requests

In the Primary requests section, they will need to make certain to select each section and the correct number of courses (based on the information from the NPSS counselor):

1.04 Alternate Requests

When creating Track Selections (displayed to students as a Subject area), there is an option to indicate if a request should show as an Alternate:

1.05 Notes for Counselor

If they have any additional questions or information that they would like to send to the NPSS counselor, it can be added in the "Notes for counselor" section.

1.06 Posting

Once the student has completed their course selections, they should click on the **Post** button at the bottom of the window. Note that all selections are automatically saved, but posting will time stamp the submission.

2.0 Parent Portal - Course Selections

From Family View>Family Top Tab>Schedule Side Tab>Requests Sub Side Tab, parents will not only be able to view their child's course requests but they have the ability to make selections and changes on behalf of their children in the same way as the student can.

February 8, 2024   **Modified by: Jennie Copeland**