

# G.W. Graham MyEd BC Student Manual

**How to Log-in:** \*Note: The first time you log-in you will need to use a computer, not a mobile device or tablet.

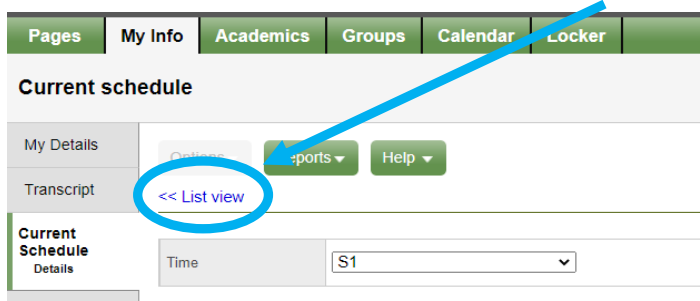
1. Open your internet browser and go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>
2. Enter your username (student number)
3. Enter your password and click on **okay**. If you have not logged in before and do not know your password please email [gwg@sd33.bc.ca](mailto:gwg@sd33.bc.ca) and your password will be emailed to you. If you are new to GW Graham, your default password is Sept\$2020.
4. The first time you log-in you will be prompted to enter an email address and change your password.
  - a. Please enter your district email account (student#@sd33online.ca) as this account will be used to send communication from the school.
  - b. Your password must contain special characters; you can click on the blue text “click to view” to see the specific requirements for the password

## Checking Your Class Schedule

1. Once you are logged-in, click on the “my info” top tab.
2. Then, click on the “current schedule” tab on the left-hand side of the page.
3. Your class schedule should now appear like the one shown below (list view). The year will begin with students attending their “Octet 1” course. After approximately 5 weeks, students will then transition to their “Octet 2” course. These transitions will continue every 5 weeks throughout the year, ending with the “Octet 8” course.

<input type="checkbox"/>	Course	Description	Term ▲	Schedule	Classrm	Teacher
<input type="checkbox"/>	XAT-09 CED-07	CAREER ED 09	FY	1-2(5)	C184	Bhatti, Ron
<input type="checkbox"/>	XAT-09 TU-01	TUTORIAL 09	FY	1-2(8)	C156	Graham 1, (Bernard)
<input type="checkbox"/>	MEN-09FA-02	HUMANITIES 09 FINE ARTS - A	Octet 1&5	1(1)	C250	Croucher, Shane
<input type="checkbox"/>	MSS-09FA-02	HUMANITIES 09 FINE ARTS - B	Octet 1&5	2(1)	C250	Croucher, Shane
<input type="checkbox"/>	MVA-09-01	ART 9	Octet 2	1-2(2)	B112	Graham 12, (Bemin)
<input type="checkbox"/>	MFR-09-05	FRENCH 09	Octet 3	1-2(3)	B105	Warawa, Kelsi
<input type="checkbox"/>	MPHE-09BB-01	PHE 09 - BASKETBALL	Octet 4	1-2(4)	A129	Folka, Colleen

4. If the schedule is not displayed in the format above, click on the “list view” option shown circled below.



## Questions?

For questions or concerns in accessing MyEducationBC, please email [gwg@sd33.bc.ca](mailto:gwg@sd33.bc.ca) and someone will get back to you promptly.