


## INSTRUCTIONS FOR ONLINE COURSE SELECTION

**Step 1:** Click on MyEd login Link on RSS Website. Student tab – MyEd Portal

**Step 2:** Login to Myed Portal

**Step 3:** Choose MyInfo from Top Tabs.

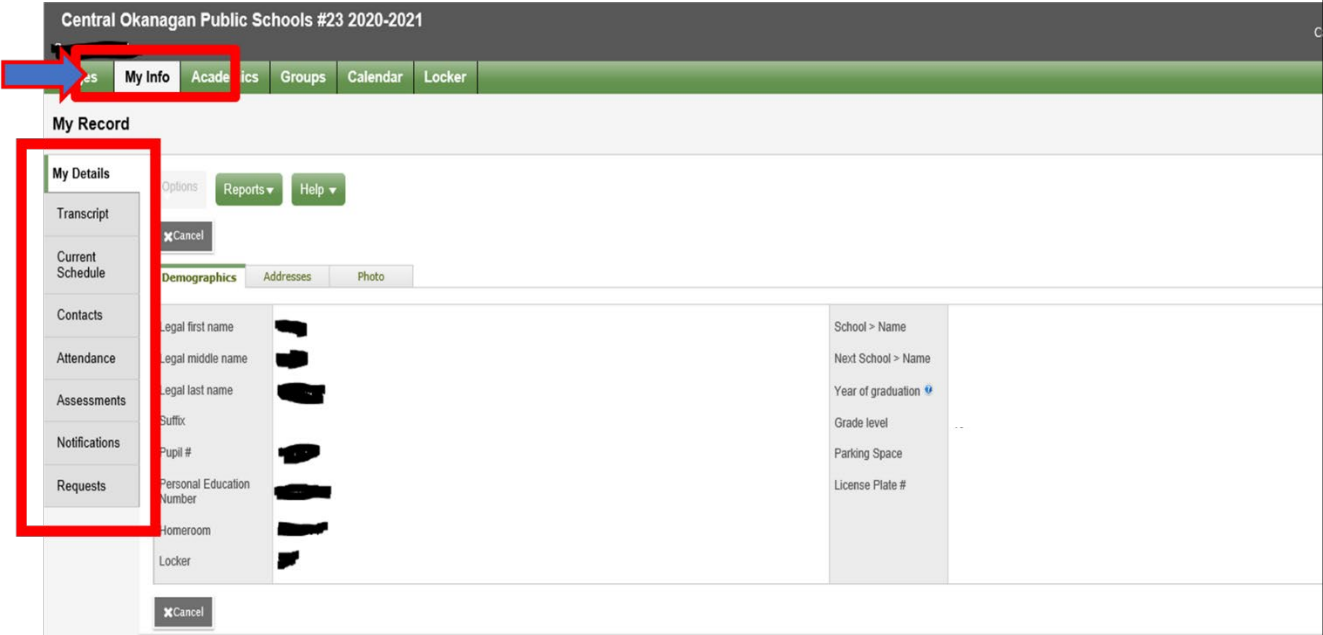


The screenshot shows the top navigation bar of the MyEd Portal. The title is "Central Okanagan Public Schools #23 2020-2021". Below the title is a row of six tabs: "Pages", "My Info", "Academics", "Groups", "Calendar", and "Locker". A blue arrow points to the "My Info" tab. Below the tabs is a "Home" button with a house icon and a "Page Directory" button. To the right, there is a banner for "Welcome to MyEducation BC PRODUCTION" with the "BRITISH COLUMBIA MyEducationBC" logo.

There are 6 top tabs in the Student Portal. Each contains information specific to the user.  
**(\*Note: The Groups and Locker Top Tabs are not applicable at this time)**

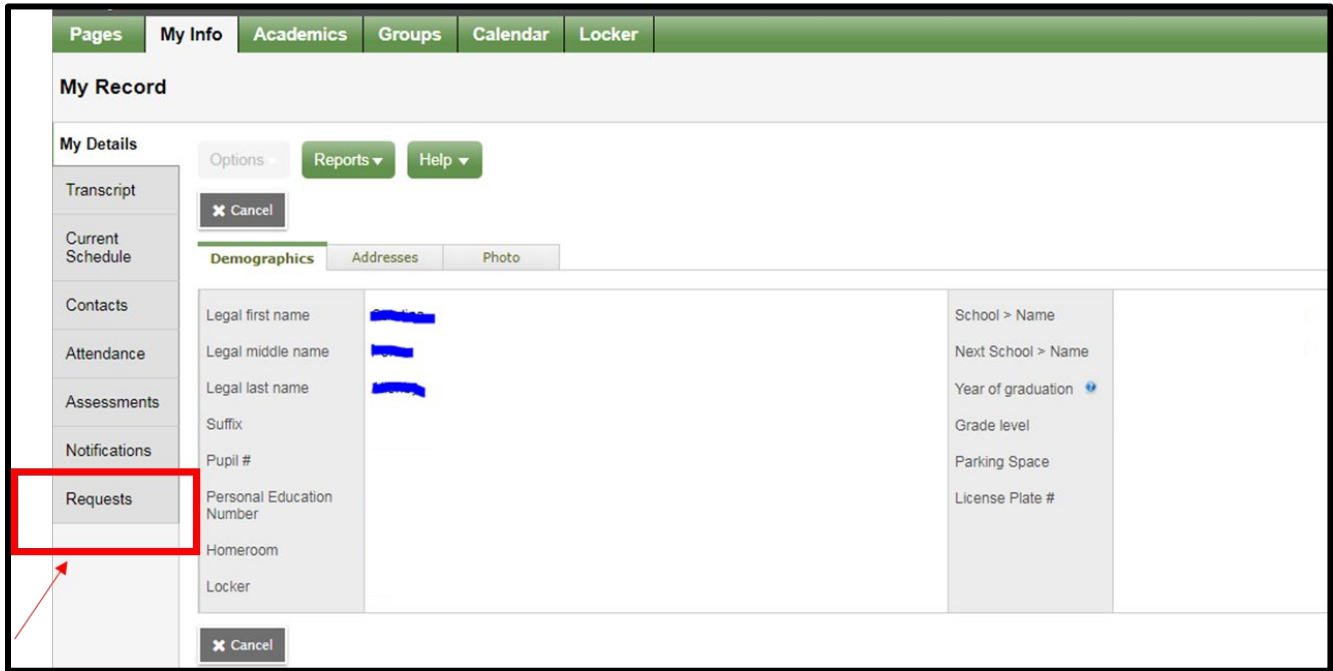
### My Info Top Tab

This top tab provides access to demographic, attendance and transcript records specific to the user.



The screenshot shows the "My Info" top tab selected. A red box highlights the "My Info" tab in the top navigation bar and the "My Details" sidebar menu. The sidebar menu includes: "My Details", "Transcript", "Current Schedule", "Contacts", "Attendance", "Assessments", "Notifications", and "Requests". The main content area shows a "My Record" section with a "Demographics" tab selected. The "Demographics" section displays fields for "Legal first name", "Legal middle name", "Legal last name", "Suffix", "Pupil #", "Personal Education Number", "Homeroom", and "Locker". There are also fields for "School > Name", "Next School > Name", "Year of graduation", "Grade level", "Parking Space", and "License Plate #".

**Step 4:** Click on Requests. (Side Tab)



**Step 5:** Select your courses and click **POST** when complete!

