

# Logging into MyEducation BC

- ◆ Login account will be created for parent/guardians that have provided an email address to the school. A username and a temporary password will be emailed to that address.
- ◆ Your login and password have been sent to you via email. Please check your junk folder if you did not get it.
- ◆ Pop Ups should be enabled for some features of the site to work properly.
- ◆ On first login you will be prompted to change your password and set a security question. It is important to remember your security question as it will allow you to change your password if you forget.

**You must use a laptop or desktop computer to initialize your Login account or reset a password.**

Some work computers and most smartphones may have a server firewall or popup blockers that prevent access to the website.

Once your Login account is activated, you will be able to use a smartphone to access all info in the system.

Visit to <https://www.myeducation.gov.bc.ca/aspen/logon.do> to log on to MyEducation BC.

1. Enter the Login ID that was assigned to you. (Logins should be all lower case )
2. Enter your Password (Case Sensitive)
3. Click **Log On**

The screenshot shows the login interface for MyEducation BC. At the top, it says "MyEducation BC Prod 6". Below this are two input fields: "Login ID" and "Password". The "Login ID" field is marked with a circled 1, and the "Password" field is marked with a circled 2. Below the password field is a link that says "I forgot my password", which is marked with a circled 3. At the bottom left is a "Log On" button, also marked with a circled 3. Red arrows point from text boxes on the right to these elements: "When you reach the login page, you will see MyEducation BC Prod XX. Each time you log in, you may see a different number." points to the title; "Login ID will be sd35-(first initial, last name) eg. sd35-tsmith" points to the Login ID field; "An email will be sent with a temporary password when accounts are created." points to the Password field; and "Please see 'Forgot your password?' page" points to the "I forgot my password" link.

## Logging in First Time

When you log in for the first time, the system will prompt you to change your password.

1. Click OK.
2. Enter your current password
3. Enter a New Password using the Password Requirements
4. Confirm your new password
5. Click OK.

**Password Requirements**

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

**Your password has expired. Please create a new one.**

1  OK

2 Current Password

3 New Password

4 Confirm New Password

5  OK  Cancel

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You will also be prompted to set up a security question so that in the future you can click “I forgot my password” to receive a new password.

1. Enter your primary email address. This email address will be used to receive a new password if you forget your password.
2. Choose a security question
3. Enter your Security answer then confirm your security answer
4. Click OK

General **Security** Communication

Primary email

Alternate email

Security question

Security answer

Confirm answer

Change

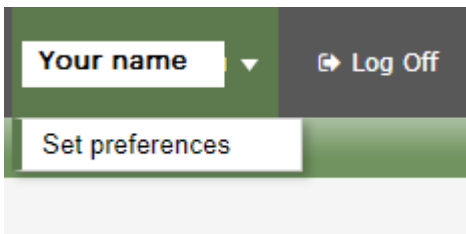
4  OK  Cancel

**Passwords are good for 90 days** to protect your child’s data and you will be prompted to change your password.

# Preferences

After you've dealt with the password/security question click on the Set Preferences link when you click the down arrow beside name. Set the Locale to Canada to get the date format in Day/Month/Year.

In the security tab of the preferences pop up you can change your password and your security question at any time you wish.



The image shows a dialog box with three tabs: 'General', 'Security', and 'Communication'. The 'General' tab is selected and highlighted with a red box. The settings are as follows:

- Default locale: A dropdown menu showing 'Canada' with a downward arrow, highlighted with a red box.
- Auto-save interval (minutes): A text input field containing the number '5'.
- Disable User-defined Help: An unchecked checkbox.
- List Options: A link.
- Records per page: A text input field containing the number '35'.
- Show lower page controls: An unchecked checkbox.
- Warn on save: A checked checkbox.

At the bottom of the dialog are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

The image shows the same dialog box, but with the 'Security' tab selected and highlighted with a red box. The settings are as follows:

- Primary email: A text input field containing a redacted email address, highlighted with a red box.
- Alternate email: An empty text input field.
- Security question: A dropdown menu showing 'What is your father's middle name?' with a downward arrow, highlighted with a red box.
- Security answer: A text input field containing a series of dots, highlighted with a red box.
- Confirm answer: A text input field containing a series of dots, highlighted with a red box.
- Password: A blue link labeled 'Change'.

At the bottom of the dialog are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.