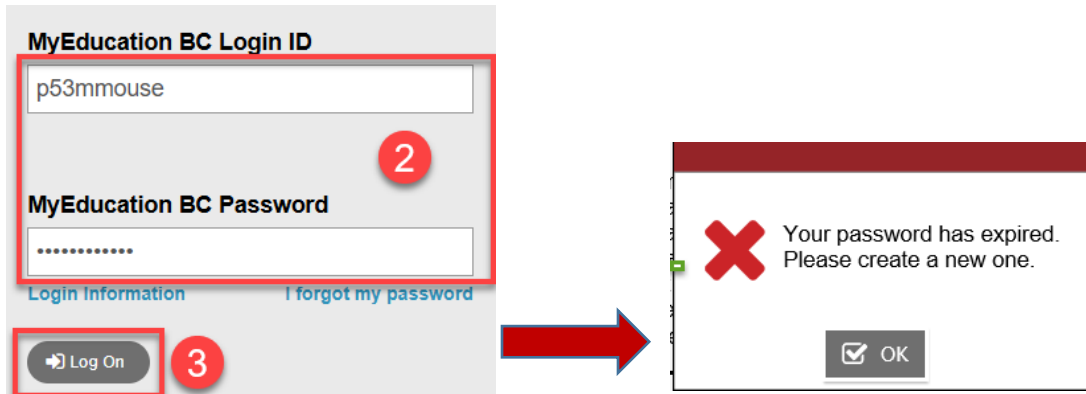


Logging In

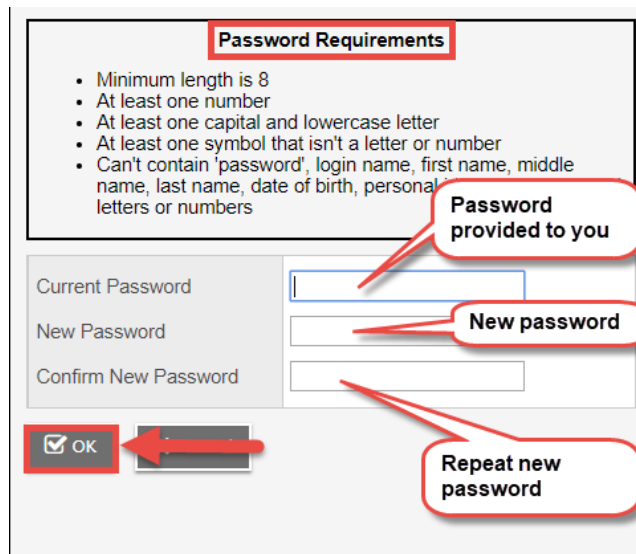
1. Open an internet browser and use the URL below to access the login page for MyEducation BC.
<https://myeducation.gov.bc.ca/aspen/logon.do>
2. Enter the username and password supplied by the school.
3. Click the **Log On** button.



The screenshot shows the 'MyEducation BC Login ID' page. The username field contains 'p53mmouse' and the password field is masked with dots. A red box highlights the username and password fields, with a red circle containing the number '2' next to it. Below the password field are links for 'Login Information' and 'I forgot my password'. A red box highlights the 'Log On' button, with a red circle containing the number '3' next to it. A red arrow points from the 'Log On' button to a pop-up error message that says 'Your password has expired. Please create a new one.' with an 'OK' button.

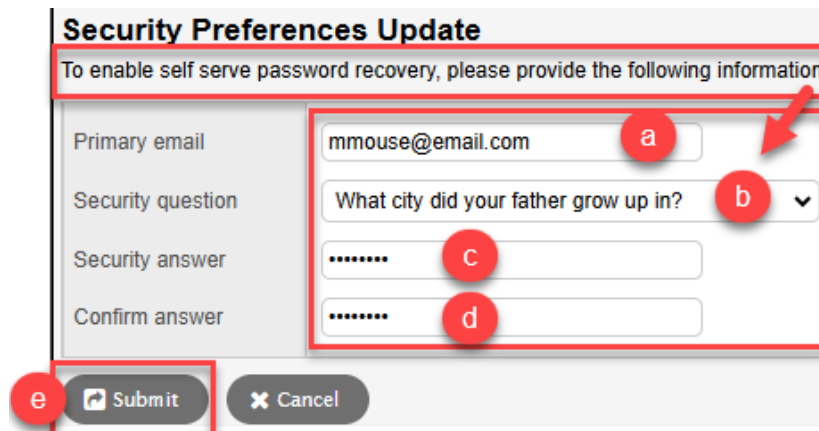
If this is the very first log-in with this username and password, the user will be prompted to immediately change the password and to provide additional information.

4. In the new pop-up window, enter the password provided by the school in the **Current Password** field and create a new password for the **New Password** and **Confirm New Password** fields. The new password must meet the password requirements indicated. Click **OK** when finished.



The screenshot shows a 'Password Requirements' pop-up window. It lists the following 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, and Can't contain 'password', login name, first name, middle name, last name, date of birth, personal letters or numbers. Below the requirements are three password fields: 'Current Password', 'New Password', and 'Confirm New Password'. Red callout boxes point to each field with labels: 'Password provided to you' for the Current Password field, 'New password' for the New Password field, and 'Repeat new password' for the Confirm New Password field. At the bottom left is an 'OK' button with a red arrow pointing to it.

5. A *Security Preferences Update* window will appear, asking for additional information to be used if a password is forgotten. This screen must be filled in to allow password recovery through “I forgot my password” on the login screen.
- Primary email: This will be the email address associated with your contact record at the school.
 - Security question: use the dropdown menu to pick a security question.
 - Security answer: enter the answer to the question selected in the Security question field.
 - Confirm answer: re-enter the answer to the security question.
 - Click Submit. The home page of MyEducation BC will now be displayed.



Security Preferences Update

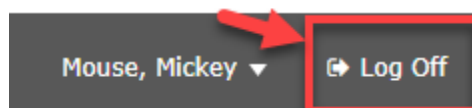
To enable self serve password recovery, please provide the following information

Primary email	mmouse@email.com a
Security question	What city did your father grow up in? b
Security answer	 c
Confirm answer	 d

e

Logging Out

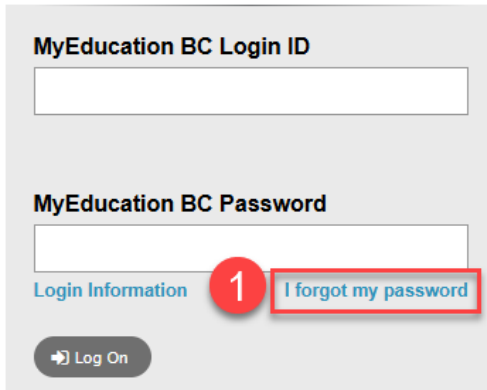
When logging out of MyEducation BC, always use the **Log Off** selection in the top right corner of the settings bar.



Resetting a password

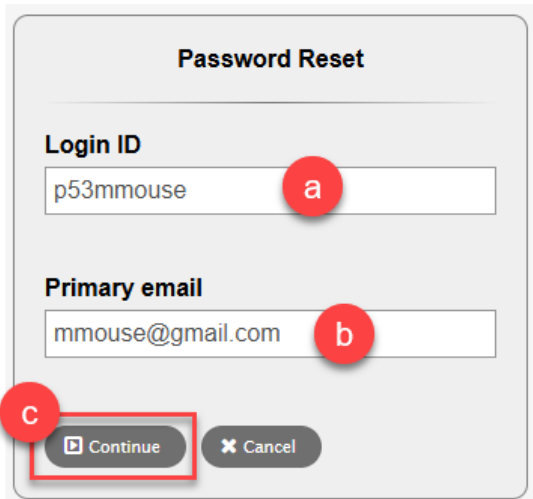
If the password is not working, or has been forgotten, use the I forgot my password function on the login screen to have a new temporary password sent to the email address associated with the account.

1. Click **I forgot my password** on the login screen.



The screenshot shows the 'MyEducation BC Login ID' screen. It has two input fields: 'MyEducation BC Login ID' and 'MyEducation BC Password'. Below the password field, there are two links: 'Login Information' and 'I forgot my password'. The 'I forgot my password' link is highlighted with a red box and a red circle with the number '1'. At the bottom, there is a 'Log On' button.

2. In the **Password Reset** screen.
 - a. LoginID: enter the login ID that was provided by the school.
 - b. Primary email: enter the email address associated with the parent portal account.
 - c. Click **Continue** and an email will be sent to the email address with a temporary password.



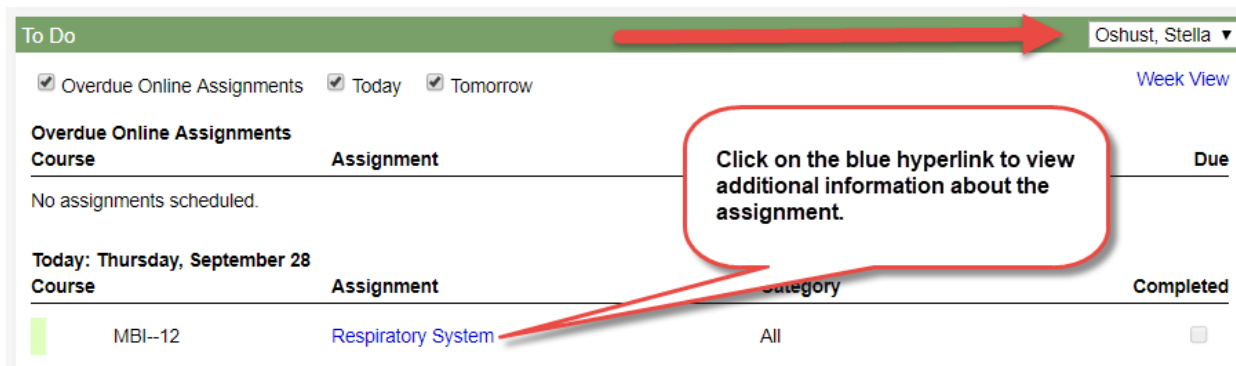
The screenshot shows the 'Password Reset' screen. It has two input fields: 'Login ID' and 'Primary email'. The 'Login ID' field contains 'p53mmouse' and is marked with a red circle 'a'. The 'Primary email' field contains 'mmouse@gmail.com' and is marked with a red circle 'b'. At the bottom, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a red box and a red circle 'c'.

Viewing Information

Pages Top Tab

The Pages top tab is a one-stop information centre for parents or guardians. There are 5 widgets on this screen to provide quick information to parents or guardians. More detail is provided below this bulleted summary.

To Do: Upcoming assignments. This will only be populated if teachers use the MyEducation BC gradebook. It is normal to see no information or only for some of the student's classes.



Published Reports: This will display PDF versions of reports that parents may click on to view. Most commonly, report cards will be displayed here, though other reports may appear as well.



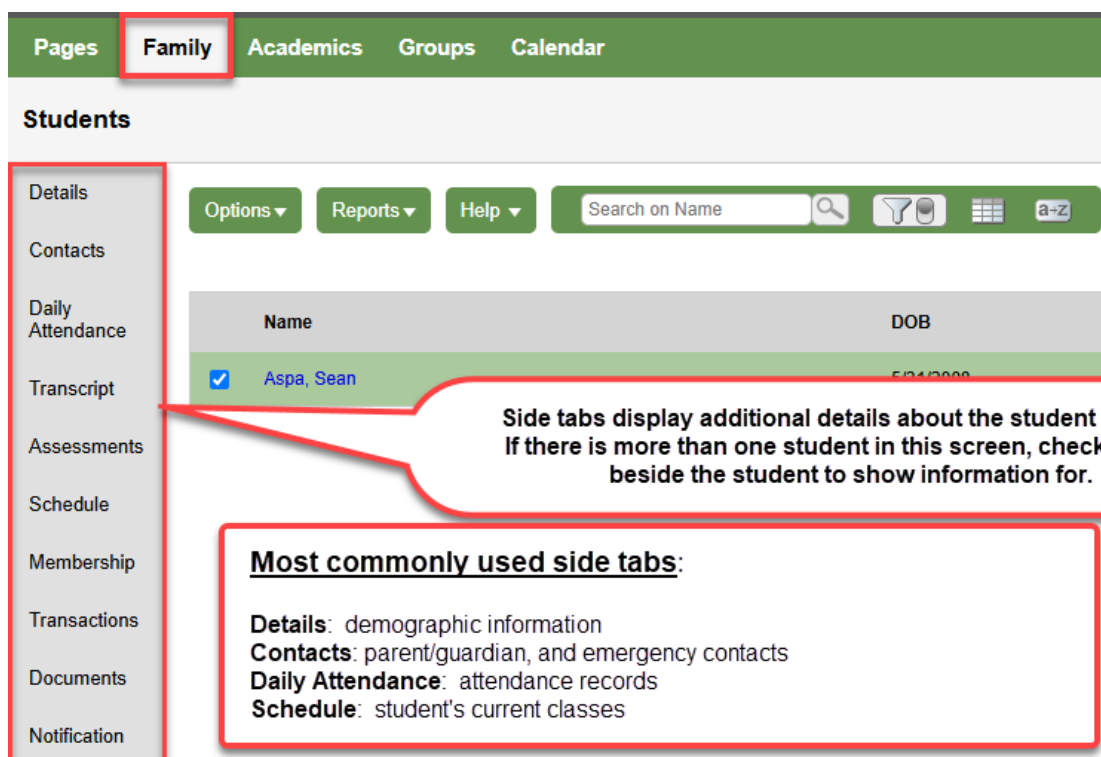
Getting Started: This will display some basic information about moving around in MyEducation BC.

System Maintenance & Announcements: This will display messages from the provincial MyEducation BC system maintenance team.

Protecting Personal Information: Provides information on roles and responsibilities of schools and districts to protect student, staff, and parent/guardian personal information.

Family Top Tab

This area contains additional information for your student(s). Checking the box beside a student and selecting a side tab will display detail for the selected student.



Pages **Family** Academics Groups Calendar

Students

Options ▾ Reports ▾ Help ▾ Search on Name 🔍 🔍 📄 📅 a-z

Name	DOB
☒ Aspa, Sean	5/24/2000

Side tabs display additional details about the student selected. If there is more than one student in this screen, check the box beside the student to show information for.

Most commonly used side tabs:

- Details:** demographic information
- Contacts:** parent/guardian, and emergency contacts
- Daily Attendance:** attendance records
- Schedule:** student's current classes