

## MyEducation BC Instructions for Students

### First Time Logging In?

For the first login please use Internet Explorer on a computer, not a phone. Explorer allows you to click the 'eye' on the password box to see whether you typed your password correctly.

Make sure popups are enabled for your browser.

The website to visit: <https://myeducation.gov.bc.ca/aspn/logon.do>

Enter your Login ID and Password, then click Log On to access the system.

*Tip: Both login ID and password are case sensitive*

Login ID: Your student/pupil #

Password: Temporary password that was given to you, if you have not received a temporary password, please call the Burnaby Online office for assistance.

**MyEducation BC Prod 11**

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**Login ID**

**Password**

[I forgot my password](#)

When you log on for the first time you will receive a message saying that your password has expired.

The screenshot shows a 'Password Requirements' dialog box. A red 'X' icon is next to the text: 'Your password has expired. Please create a new one.' Below this message is an 'OK' button. In the background, a form is visible with fields for 'Current Password', 'New Password', and 'Confirm New Password'. The 'New Password' field is highlighted with a blue border. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

Click OK, reenter the temporary password and create a new one.

*Tip: Please read your password requirements carefully*

The screenshot shows a 'Password Requirements' box with the following list of 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

You will then be prompted to update your security preferences. These are all mandatory fields and will be used to assist you when you forget your password.

*Tip: All fields are case sensitive*

*Tip: Choose a question that you will be able to remember such as "What city were you born in"*

*Tip: Try to avoid two-word answers*

The screenshot shows a 'Security Preferences Update' form. The title is 'Security Preferences Update'. Below the title is the instruction: 'To enable self serve password recovery, please provide the following information'. The form has four fields: 'Primary email' with the value 'youremail@provider.ca', 'Security question' with a dropdown menu showing 'What city were you born in?', 'Security answer' with a masked input field (dots), and 'Confirm answer' with a masked input field (dots). At the bottom, there are 'Submit' and 'Cancel' buttons.

## Forgot Your Password?

If you have previously logged into your account but have forgotten your password, click the blue “I forgot my password” link on the log-on screen. (This function is only available for those who have set their primary email and security question upon initial login.) Your account will be disabled if you mistype your password 5 times, or mistype the answer to your security question 3 times.

*Tip: Try 3 passwords and then use the “I forgot my password” link so that you don’t get disabled.*

**MyEducation BC Prod 4**

**Login ID**  
1234567

**Password**  
.....

[I forgot my password](#)

Log On

Clicking “I forgot my password” will pop up a password reset box. Fill in your Login ID and email.

*Tip: The fields are case sensitive, ensure you are entering it exactly as you did during the login process.*

**Password Reset**

**Login ID**  
1234567

**Primary email**  
youremail@provider.ca

Continue Cancel

You will then have to fill in the answer to your security question and submit.

*Tip: All fields are case sensitive, your answer must exactly match what you had entered during your initial login.*

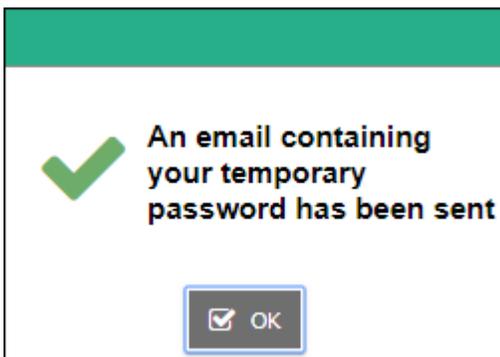
### Password Reset

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**Login ID**

  
**Primary email**  
**What city were you born in?**

If successful you will receive a brief message indicating that you will receive an email.



Follow the instructions in the email to complete your password reset.

### Is Your Account Disabled?

Your account will be disabled if you mistype your password 5 times, or mistype the answer to your security question 3 times.

If your account is disabled, please contact the Burnaby Online office to have your account re-enabled.

### Need to Learn How to Navigate in MyEducationBC?

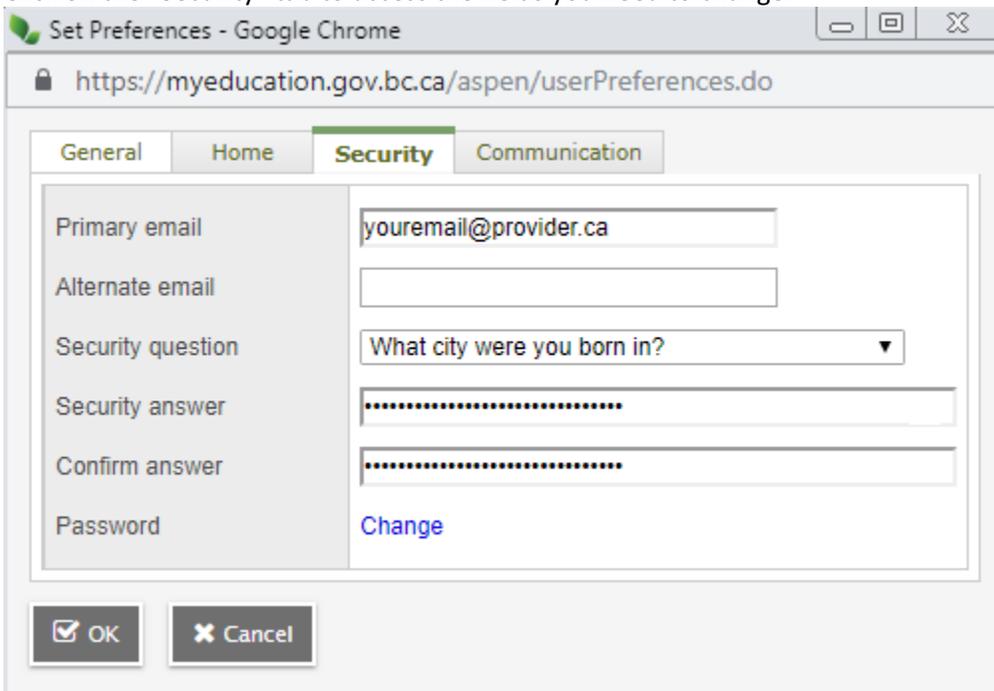
The Burnaby School District has produced reference materials related to logging in and general portal use. These can be viewed at <http://blogs.sd41.bc.ca/myedbc/parent-resources/>.

### Need to Change Your Password, Email Address or Security Question?

Click on your user name in the upper right-hand corner and drag down to "Set Preferences".



Click on the "Security" tab to access the fields you need to change.



## Navigating in MyEducation BC

### Pages

Shows a quick overview of your course activity, such as grades posted or report cards available.

**Pages** | My Info | Academics | Groups | Calendar | Locker

Welcome to MyEducation BC PRODUCTION

BRITISH COLUMBIA | MyEducationBC

One Student.  
One Record.  
All of British Columbia.

Recent Activity Last 7 days ▾

Search:

Attendance  Grades

- 10/30/2018 - [Term Grades Posted](#) (SCIENCE 10) Teacher: Tsen, F
- 10/30/2018 - [Term Grades Posted](#) (SCIENCE 10) Teacher: Tsen, F

### My Info

Shows you what we have on file for you such as your name, address, transcript marks, current courses, contacts.

**Pages** | My Info | Academics | Groups | Calendar | Locker

### Current schedule

My Details | Transcript | **Current Schedule** Details | Contacts | Attendance | Assessments | Notifications | Requests

Options ▾ | Reports ▾ | Help ▾ | Search on Course

[Matrix view >>](#)

	Course	Description
<input type="checkbox"/>	MSC--10----01	SCIENCE 10

*Academics*

Shows all your course related information.

Pages My Info **Academics** Groups Calendar Locker

**Classes**

Details Options Reports Help Search on Term [Filter] [Grid] [a-z]

Assignments 0 of 1 selected

Attendance

	Description	Term	Teacher	Classrm
<input type="checkbox"/>	SCIENCE 10	FY	Tsen, Francis	BOL

*Groups, Calendar and Locker*

Will not be used since this is an online program.