



CONTENT

This booklet covers the following topics related to MyEd:

Accounts	page 1
MyEd Issues	page 1
Important Notes	page 1
How to log in	page 1
Security Question	page 4
Forgot your password?	page 5
Navigation: Pages tab	page 6
Navigation: My Info or Family tab	page 6
Navigation: Academics tab	page 7
Report Cards or Learning Updates	page 7
Mark History or Course Transcript	page 8
Additional references	page 9

ACCOUNTS

The home school oversees the account creation, distribution, and maintenance.

MyEd ISSUES

Users must contact the home school for questions related to MyEd such as resetting password.

If the home or main school is Burnaby Online Program, please email Register.Online@burnabyschools.ca with the full name or student number.

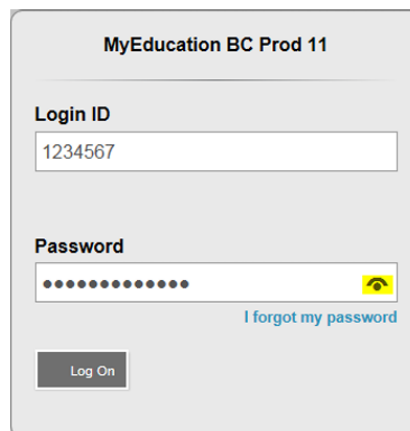
IMPORTANT NOTES

- When users log in for the first time, **use a computer** rather than a phone, iPad or tablet.
- The suggested browser is Internet Explorer or Microsoft Edge because it has the *Eye* icon on the right side of the Password field. When it is clicked, users can see whether the password has been entered correctly.
- Make sure that the pop-ups are enabled.

HOW TO LOG IN

1. Navigate to <https://myeducation.gov.bc.ca/aspen/logon.do>
2. Enter the Login ID and Password that have been assigned to each user. They are **case sensitive**. The 5th time they are not entered correctly, the account will be locked.

The username for students is the MyEd pupil number. The username for parents/guardians usually has the combination of the first letter of the first name and all letters of the last name.



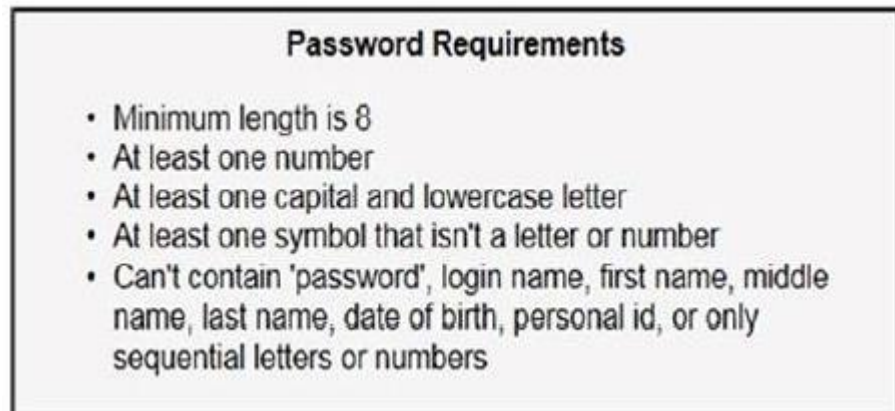
The screenshot shows a login form titled "MyEducation BC Prod 11". It contains two input fields: "Login ID" with the value "1234567" and "Password" with masked characters. A yellow eye icon is visible on the right side of the password field. Below the password field is a link that says "I forgot my password". At the bottom of the form is a "Log On" button.

3. Skip step 3 if users have created their own password.

When users log in for the first time or when the system prompts users to change the password, follow the following steps:



- a. Click OK to close the pop-up message
- b. Enter the current password (Temporary Password)
- c. Enter a New Password using the Password Requirements



- d. Confirm the new password
- e. Click OK

SECURITY QUESTION

When users are prompted to set up a security question, follow the following steps:

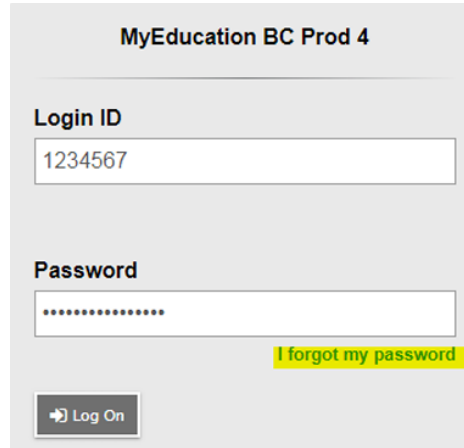
Security Preferences Update
To enable self serve password recovery, please provide the following information

Primary email	<input type="text" value="@edu.burnabyschools.ca"/>
Security question	<input type="text"/>
Security answer	<input type="text"/>
Confirm answer	<input type="text"/>

- Enter the user's primary email address
Students must enter their school email with the format studentnumber@edu.burnabyschools.ca.
- Choose a security password
- Enter a Security answer then confirm the answer
- Click Ok

**FORGOT
YOUR
PASSWORD?**

1. Click the “I forgot my password” link and enter the email associated with your MyEd account.



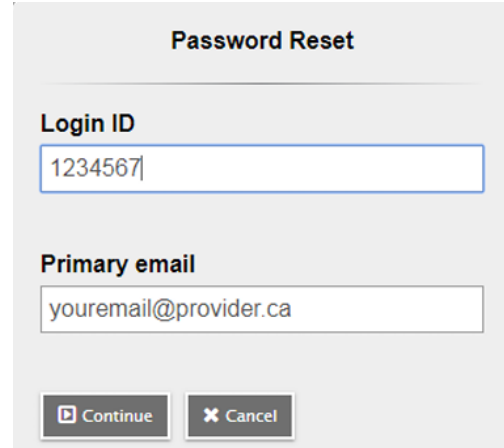
MyEducation BC Prod 4

Login ID
1234567

Password
.....

[I forgot my password](#)

Log On



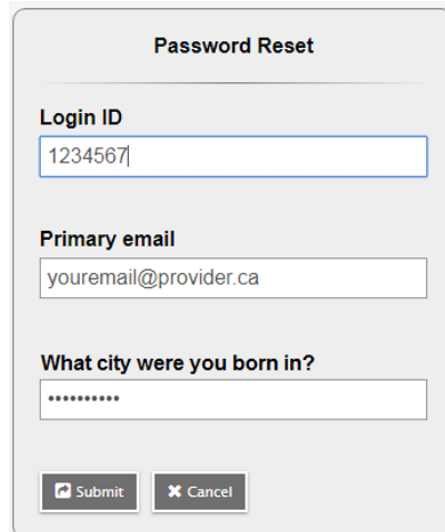
Password Reset

Login ID
1234567

Primary email
youremail@provider.ca

Continue Cancel

2. Enter your security answer and click Submit. If you do not remember your password, email Register.Online@burnabyschools.ca with the full name or student number.
3. If successful, this message will show up and users should receive an email to reset their own password.



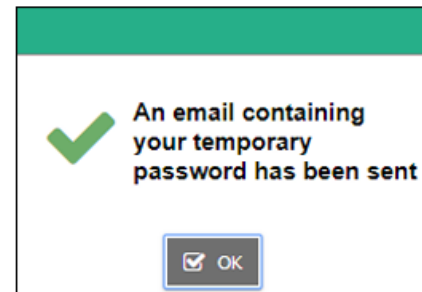
Password Reset

Login ID
1234567

Primary email
youremail@provider.ca

What city were you born in?
.....

Submit Cancel



PAGES TAB

It has an overview of course activity and available reports that can be downloaded.

MY INFO OR FAMILY TAB

It has student-related information such as demographic, transcript/marks, attendance, etc.

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

**ACADEMICS
 TAB**

It has course-related information such as course name, assignments, etc.

**REPORT
 CARDS OR
 LEARNING
 UPDATES**

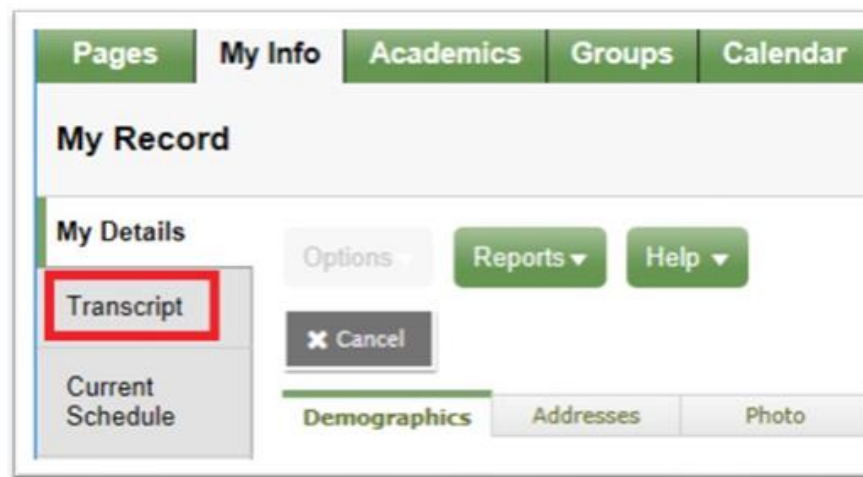
1. **Pages** tab
2. Click the PDF file inside the Published Reports section to download

**MARK
 HISTORY**

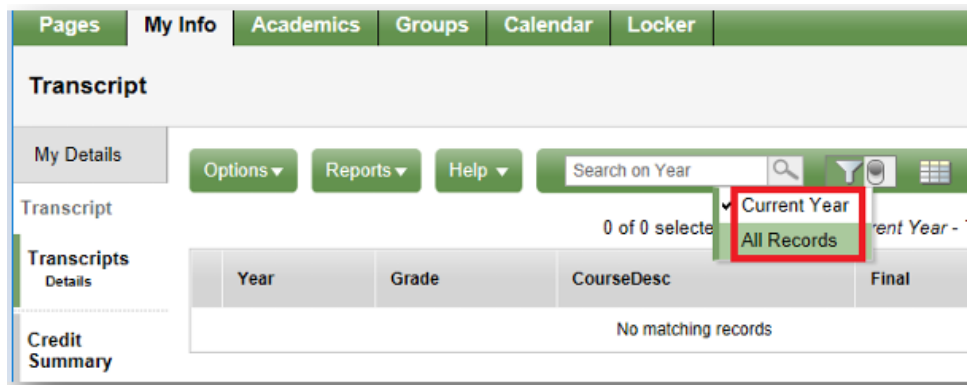
1. Click **My Info** tab



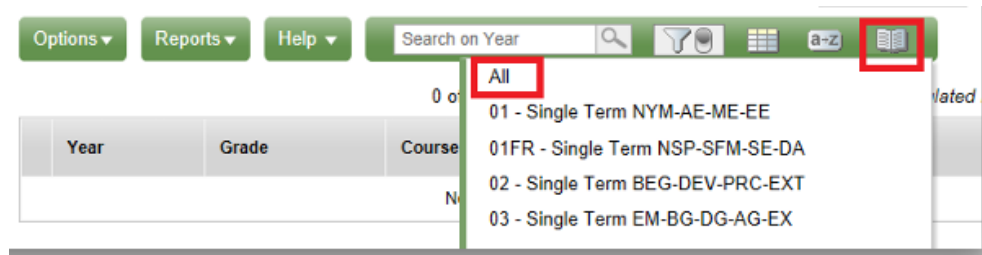
2. Click **Transcript** side menu



3. Click **Current Year** or **All Records** to see courses and marks from previous school years

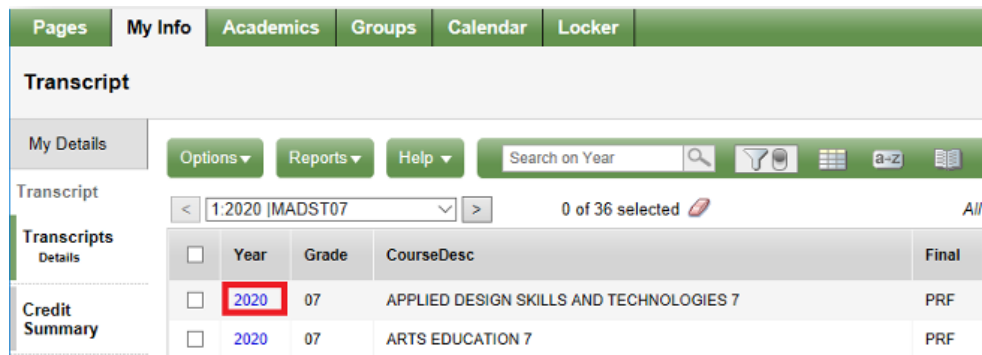


4. Click Dictionary Menu (the book icon) and All to see all courses and marks



5. Click a column header to sort records alphabetically

6. Click each blue link to see the course detail



**ADDITIONAL
 REFERENCES**

[Family Portal](#)