

# FORGOT YOUR MYED PASSWORD?

## STEP 1



DO NOT USE YOUR CELL PHONE!



USE A COMPUTER!

## STEP 2

1. GO TO MYED BC
2. LOGIN ID – YOUR STUDENT NUMBER
3. CLICK “I FORGOT MY PASSWORD”.
4. MYED WILL EMAIL YOU A NEW TEMPORARY PASSWORD

## STEP 3

1. LOGIN TO YOUR SURREYSCHOOLS.CA EMAIL (SAME USERNAME & PASSWORD YOU USE FOR FRESHGRADE AND TO LOG ON TO A SCHOOL COMPUTER)
2. YOU WILL SEE AN EMAIL FROM MYED BC
3. THIS EMAIL WILL HAVE YOUR TEMPORARY PASSWORD.



## STEP 4

1. GO TO MYED BC
2. YOUR LOGIN ID IS YOUR STUDENT NUMBER
3. TYPE IN YOUR NEW TEMPORARY PASSWORD **SLOWLY!**

## STEP 5

1. MYED WILL ASK YOU TO CHOOSE A NEW PASSWORD
2. **READ EXACTLY HOW MYED WANTS YOU TO PUT IN YOUR NEW PASSWORD!**
3. **SLOWLY TYPE IN YOUR NEW PASSWORD!**
4. WRITE YOUR NEW PASSWORD DOWN & KEEP IN A SAFE PLACE!

### Criteria to reset a new Password must be followed:

- 8 minimum, 14 maximum characters
- 1 capital letter, 1 lowercase letter
- 1 number
- 1 special symbol or character: # or \$ or ! or @
- Your password cannot contain, first name, middle name, last name, date of birth, personal id or sequential letters or numbers
- Samples of acceptable password:  
Jan2017\$/Snow999!/Welcome1\$