

CHANGING YOUR TEMPORARY PASSWORD IN MYED BC

If this is your first time logging into your MyED BC account, the below steps must be done on a computer, and not a mobile device.

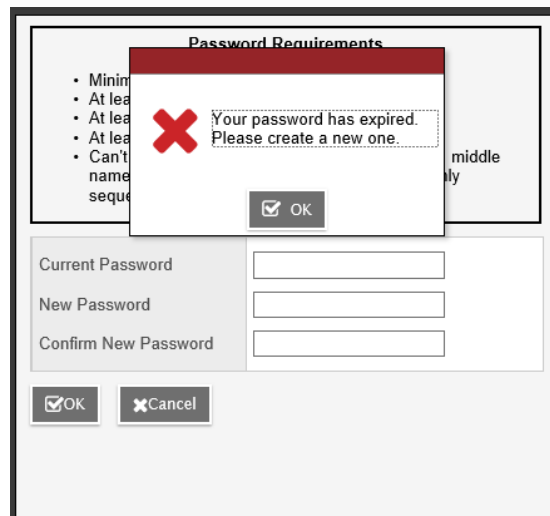
1. Go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>
2. Enter your username in the *Login ID* field. For students, this is your student #, and for parents, this is the email address you provided the school.
3. Enter the temporary password provided in the *Password* field and click the *Log On* button.

DO NOT copy/paste the password – the copy process sometimes adds a space. It **MUST** be entered exactly. It is case sensitive.



The screenshot shows the login interface for MyEducation BC Prod 2. It features a title bar at the top, followed by two input fields: 'Login ID' and 'Password'. Below the password field is a blue link that says 'I forgot my password'. At the bottom left of the form is a 'Log On' button with a right-pointing arrow icon.

4. The below message may appear. This is notifying that the temporary password must be changed. Click the *OK* button.



The screenshot shows a 'Password Requirements' dialog box with a red header and a red 'X' icon. The message inside reads: 'Your password has expired. Please create a new one.' Below the message is an 'OK' button. In the background, a portion of the password change form is visible, showing fields for 'Current Password', 'New Password', and 'Confirm New Password', along with 'OK' and 'Cancel' buttons at the bottom.

5. Enter the temporary password you were provided under *Current Password*. In *New Password* and *Confirm New Password* fields, enter a new password that observes the requirements indicated in the top portion of the pop-up.

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
6. Click *Ok*. Write your password down and keep it in a secure area for future reference.

Passwords are good for 90 days, at which time after a successful login you will be required to create a new password immediately.

If you forget your password:

1. Enter your Login ID
 - Students – this is your student number
 - Parents – this is the email you provided
2. Click on “I forgot my password”
3. MyEd will email you a new temporary password.