To successfully login in to your MyEd BC Portal, here is how you get started:

It is recommended that you <u>do not setup your account for the first time using a mobile device</u>. <u>Login on to a home computer.</u>



Please use the following to login: <u>https://www.myeducation.gov.bc.ca/aspen/logon.do</u>

Your Login ID:

Students – this is your student number. Parents this is the email you provided to the school.

Login Tips:

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

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\$

Write your password down and keep it in a secure area for future reference!

If You Forget Your Password:

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

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

Ten unsuccessful login attempts will disable your account and if this happens, you will have to wait for it to be re-enabled. You will have to call the school office to request that your account be re-activated. This may take a few days or longer.

Need a password reset? Did not get an email with My Ed logon information? Please contact the school office at <u>lamatheson@SurreySchools.ca</u> or 604-588-8415.

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Login ID	
Password	
Password	
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