



MyEd STUDENT/PARENT PORTAL INSTRUCTIONS

Step by Step Instructions

1. Check the personal email address that you provided the school. There you should find a link to MyEd BC and a temporary password.
2. Logon onto MyEd BC <https://www.myeducation.gov.bc.ca/aspen/logon.do>
3. Your username will be your email address and the password will be the temporary password sent to you.
4. Once you have entered both a pop up window will appear.

5. Where it says **Current Password** type in the temporary password. Then proceed with creating a new password that is unique for you.

Log in Tips –

- Do not copy/paste the temporary password as the copy process can add a space. It must be typed in exactly and is case sensitive.

Criteria to create a new password

- 8-14 characters
- 1 must be capital
- 1 must be lower case
- 1 must be a number
- 1 must be a symbol or character: #, \$, ! or @

6. **PLEASE NOTE – once you have created your own password, the school no longer has access to it. It is imperative that you record your unique password. We suggest that it is kept in your phone and that parents also record it. This will enable students and parents to access MyEd for reports cards.**
7. First time users will also be asked to set up a security question in the event that you forget your password. Again, please record your answer as the school does not have access to this.
8. Passwords are good for 90 days, at which time after a successful login you will be prompted to create a new password.



Trouble Shooting – Accounts are disabled after 5 invalid log in attempts. If you forget your password after it has been created, select the “I forgot my password” on the log in screen. This will prompt you for the answer to the security question you created in order to reset your password.

MyEd will email you a new temporary password. Contact the office if your accounts become disabled.

Accessing Report Cards

Once you have logged onto MyEd the following image should appear. Please see the arrow as to where you can see the current report card. *It is important that popups are enabled for your browser.*

