

MyEducation BC

Student Start-Up Guide

Logging In & Passwords

This is the link to log in: <https://www.myeducation.gov.bc.ca/aspn/logon.do>



Login ID is your Student Number number. E.g., 123456
Both login ID and password are case sensitive.

NOTE: You have 5 attempts before you are locked out. Click on the **I forgot my password** on the login screen to reset.

NOTE: If MyEd shuts down for any reason, simply launch your browser again and log back in.

If this is your first login, you will be prompted to change your password.

1. Type old password. T
2. Enter a new password based on the requirements listed below
3. Confirm new password.
4. Click **OK** to confirm changes.

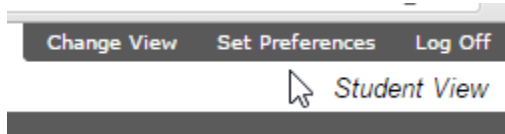
Note: Passwords are required to change every 90 days.

Password Requirements

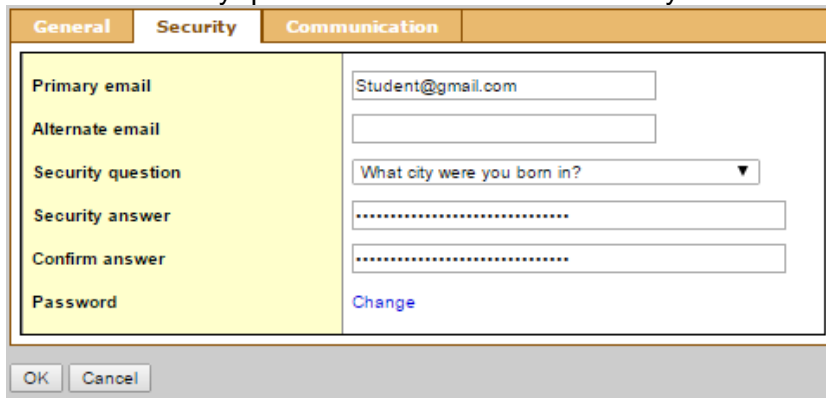
- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Set Preferences

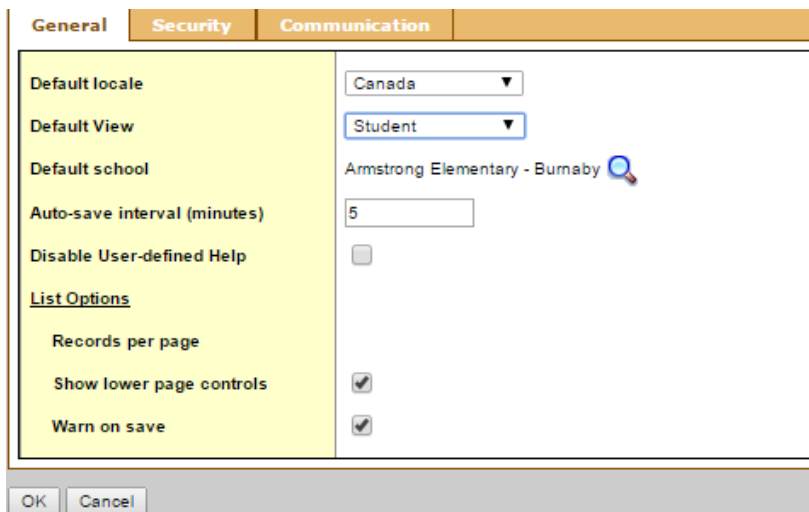
Go to **Set Preferences** in the right-hand corner of the window.



1. **Primary email.** Click **Security** tab. This is where you can enter or change your primary email address. It is not necessary to enter an alternate email.
2. Choose a security question. Ensure it is an answer you will remember.



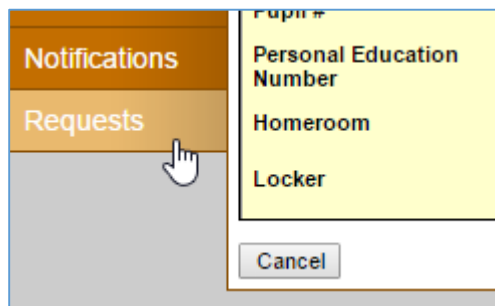
3. Change the **Default locale** on the **General** tab to **Canada**.



Select the MyInfo menu



Choose the Requests side tab



Instructions

Read the Instructions Prior to Starting

Primary Requests

Primary requests	
	Subject area
Select...	AP COURSES
Select...	BUSINESS EDUCATION
Select...	DANCE
Select...	DRAMA
Select...	ENGLISH
Select	ENGLISH LANGUAGE LEARNING

Select a Course from Subject Area

< 1:10 | MEN-09 >

Select	CourseNumber	CourseDescription	Academic level
	MEN--09	ENGLISH 9	Regular
<input type="checkbox"/>	MEN--09H--	ENGLISH 9 HONOURS	Regular
<input checked="" type="checkbox"/>	MEN--10	ENGLISH 10	Regular
<input type="checkbox"/>	MEN--10H--	ENGLISH 10 HONOURS	Regular
<input type="checkbox"/>	MEN--11	ENGLISH 11	Regular
<input type="checkbox"/>	MEN--11H--	ENGLISH 11 HONOURS/LITERATURE 12	Regular
<input type="checkbox"/>	MEN--12	ENGLISH 12	Regular
<input type="checkbox"/>	MEN--12H--	ENGLISH 12 HONOURS	Regular
<input type="checkbox"/>	MEN--10LA-	ENGLISH 10: LANGUAGE ADAPTED	Regular
<input type="checkbox"/>	MWR--12	WRITING 12	Regular

OK Cancel

If you can't see the course you're looking for on the first screen you can move to the next window via the drop-down menu at the top

< 1:10 | MEN-09 >
 < 2:110 | MCOM-11 >

Select	CourseNumber	CourseDescription
	MEN--09	ENGLISH 9

Select the course and choose the OK button

Notes for Counsellors:

Notes for counsellor

Notes for counsellors can be entered here.....

Post Last posted time: Approved time:

Select the Post Button when Complete

Post Last posted time: Approved time: