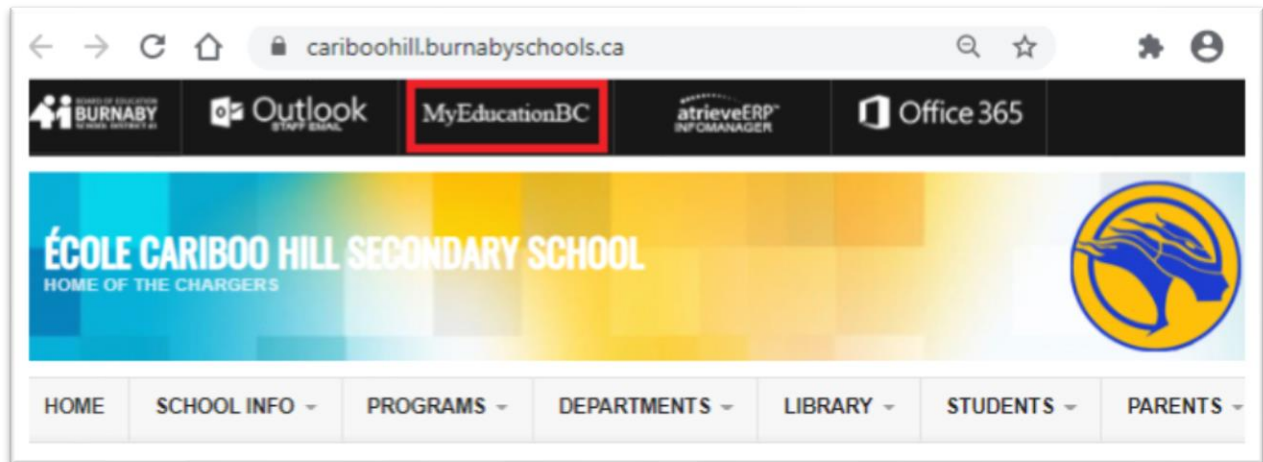


Logging into MyEducation BC

1. Open the [school website](#) and click the [MyEducation BC](#) link on the top menu or navigate to <https://myeducation.gov.bc.ca/aspn/logon.do> to log on to MyEducation BC.



2. Enter your Login ID and Password that were assigned to you. They are **case sensitive**. The 5th time they are not entered correctly, your account will be locked and you have to email cariboo.info@burnabyschools.ca asking for a password reset for your login.

A screenshot of the 'MyEducation BC Prod' login form. It features a 'Login ID' field with the value '12345' and a 'Password' field with masked characters and a 'Password Eye' icon. A link for 'I forgot my password' is located below the password field. A 'Log On' button is at the bottom left.

Popup blockers on your internet browser should be turned off for some of the features in MyEd to work properly.

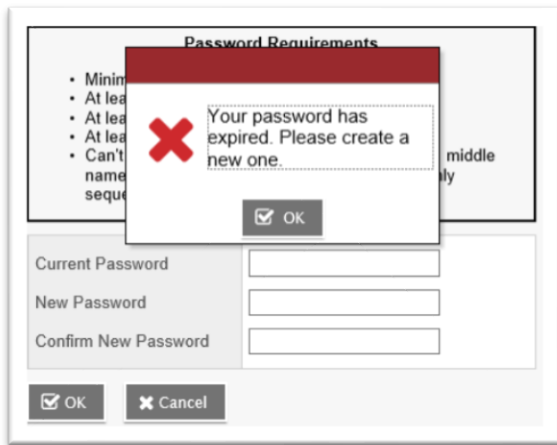
MyEducation BC is case sensitive so you must enter the username and password as generated by the system.

*Note: Internet Explorer is the recommended browser, as it gives you the **Password Eye** icon to the right of the password field. When clicked you can view the password you have entered and to make sure that it has been entered correctly.*

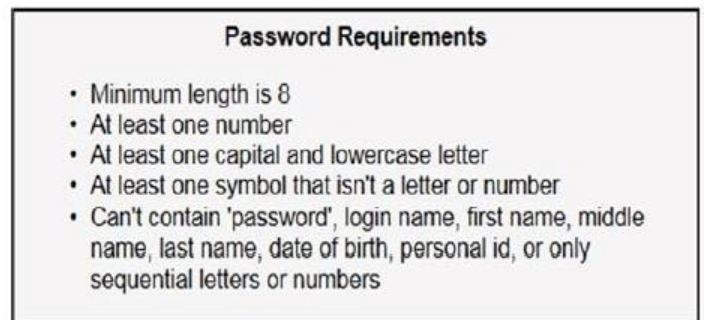
3. Skip step 3 if you have logged in to MyEd before. **When you log in for the first time**, it is recommended that you **use a computer** as opposed to a phone, iPad or tablet. The mobile app doesn't always handle the set-up correctly.

When you log in for the first time, the system will prompt you to change your password.

- a. Click **OK**.
- b. Enter your current password (Temporary Password)
- c. Enter a New Password using the Password Requirements
- d. Confirm your new password
- e. Click **OK**. You will also be prompted to set up a security question so that in the future you can click "I forgot my password" to receive a new password. *Students have to enter their school email with the format studentnumber@edu.burnabyschools.ca.*

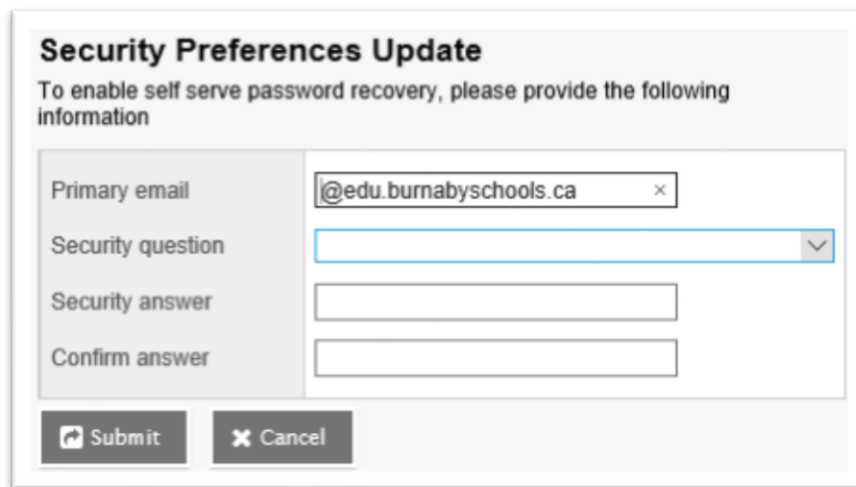


The screenshot shows a 'Password Requirements' dialog box with a red 'X' icon and the text: 'Your password has expired. Please create a new one.' Below the dialog box are input fields for 'Current Password', 'New Password', and 'Confirm New Password'. At the bottom are 'OK' and 'Cancel' buttons.



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



Security Preferences Update

To enable self serve password recovery, please provide the following information

Primary email: @edu.burnabyschools.ca

Security question: [dropdown menu]

Security answer: [text input]

Confirm answer: [text input]

Buttons: Submit, Cancel

- e. Enter your primary email address. This email address will be used to receive a new password if you forget your password.
- f. Choose a security password.
- g. Enter your Security answer then confirm your security answer.
- h. Click Ok.