

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

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



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

### 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\$

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Login ID

Password

[I forgot my password](#)

Log On

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 [claytonheights@surreyschools.ca](mailto:claytonheights@surreyschools.ca)