

October 2020

## North Surrey Student Instructions for Signing onto MyEducationBC (MyEdBC)

All students need to follow these instructions to activate their MyEdBC account. You will need this account for school. After following all of the instructions, if you have problems activating your account, please come to the student window at the office for help.

The MyEdBC Student Information Portal allows you to view your student information, class attendance, contact information, class schedules, course requests for the following year (once you enter them) and published report cards.

The **first time** you log in, you **MUST** use a **computer** and NOT YOUR PHONE OR IPAD. After this initial log in, a device such as a cell phone will function properly.

Please follow the instructions to sign into your account, you must have a separate account from your parents.

The MyEdBC address is: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

1. Go to the MyEdBC website, enter your login ID (your student number) and password from the label above. Your ID and password are **case sensitive**.

2. Choose a new password. Make sure you follow these requirements.

### Password Requirements

- Minimum length is 8 characters
  - At least one number
  - At least one capital and lowercase letter
  - At least one symbol that isn't a letter or number (eg. \$ #)
  - Cannot contain the following words: 'password', login name, first name, middle name, last name, date of birth, personal ID or only sequential letters or numbers
  - **Password Suggestions:** a word you will remember, plus a symbol such as \$ and then a number. Your password is good for 90 days, the next time you change your password, just change the number.
    - For example: Orange\$12 then Orange\$13 then Orange\$14
3. Enter your **personal email**. This is the next screen after you change your password. Please enter an email that you **USE regularly**, such as gmail or icloud. The default is your "surreyschools.ca" email, please change this if you don't use it regularly.



4. **Update Security Question and Answer.** You will need to remember the answer to this question, it is case sensitive.

When you login, this is the screen you will see.

The screenshot shows the MyEducation BC PRODUCTION user interface. At the top, it displays 'Surrey 2017-2018' and the user's name 'Allen, Shaylyn'. A navigation menu includes 'Pages', 'My Info', 'Academics', 'Calendar', and 'Locker'. A blue arrow labeled 'Menu' points to this navigation bar. On the left, there are buttons for 'Home', 'Portfolio', and 'Page Directory'. The main content area features the MyEducation BC logo and the slogan 'One Student. One Record. All of British Columbia.' Below this is a 'Recent Activity' section with a search bar and filters for 'Attendance' and 'Grades'. A blue arrow labeled 'Report Card' points to this section. To the right, there is a 'Published Reports' table with columns for 'Filename', 'DateUploaded', 'Creator', and 'Description', which currently shows 'No published reports'. At the bottom, there is a 'System Maintenance & Announcements' section with a red heading 'Welcome to MyEducation BC PRODUCTION' and a notice about 'Weekly Maintenance Windows - Outages may be required'.