

Parents,

Have you logged into the new MyEd Parent Portal? We want to ensure that all parents have logged on as starting this June report cards will not be printed and handed out, rather they will be published on the new MyEd Parent Portal on June 29th for parents and students to view online.

In the Parent Portal, parents/guardians with an account can:

- Check Attendance
- View Report Cards under Published Reports
- See if your contact information is up to date

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 computer.

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

Your log in ID is your e-mail address that you provided the school.

Your log in ID and temporary password was **e-mailed to you back on May 11th, 2017** with a subject line of **“Welcome to the Surrey Parent Portal.”** Look in your email inbox, deleted emails or junk mail to retrieve this email that was sent to you.

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. If you forget your password click on “I forgot my password” as shown and you will be e-mailed a new temporary password.

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\$

Ten unsuccessful 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.

Passwords are good for 90 days, at which time after a successful login you will be required to create a new password immediately.

Need a password reset? Forgot your password? Did not get an email with logon information? Please contact the school office at sullivanheights@surreyschools.ca or 604-543-8749

