How to Log into the MyEducation BC Portal

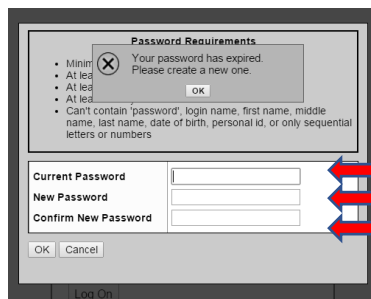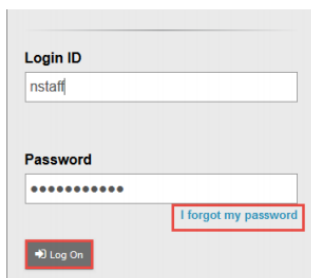Logging in and setting up your *NEW* password:

Users will receive their login name (username) and temporary password in their e-mail from the school (sender: sysadmin).

On initial log in, **users will be required to change their password** before they can proceed. Passwords must meet the following criteria:

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least on symbol that isn't a letter or number
- Cannot contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers
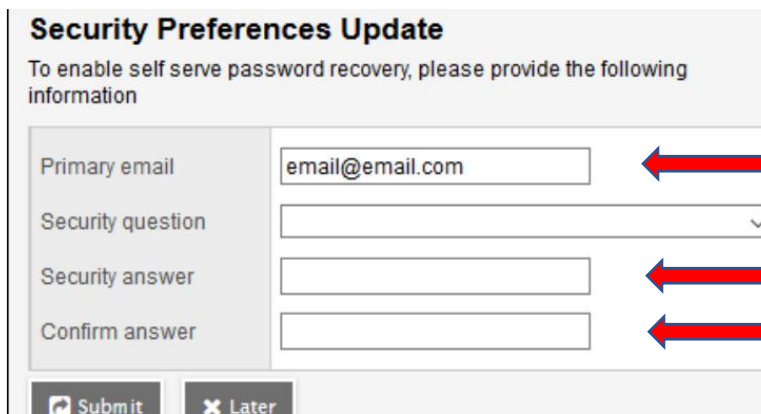
Go to: http://www.myeducation.gov.bc.ca/aspen/logon.do

Enter the username and temporary password in the Login screen and click Log On. Then change your password in the next screen and click OK.

The Security Preferences Update pop-up window opens next. Setting security preferences will make it possible for a user to use the I forgot my password option that displays on the login screen. Enter the following information:

- **Primary email** - confirm or enter the user email that will be used for password recovery
- **Security question** - select a question from the dropdown list
- **Security answer** - enter the answer to the selected question
- **Confirm answer** - enter the answer to the selected security question a second time