

## 1.0 Fundamentals

### 1.1 Logging In

Individuals will receive their login name (username) and temporary password from their school or district support staff. On initial log in, users will be required to change the temporary 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 one 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 <https://www.myeducation.gov.bc.ca/aspen/logon.do>

Enter the username and temporary password in the Login screen, and click **Log On**:

The screenshot shows a login form with two input fields: 'Login ID' containing 'nstaff' and 'Password' containing ten dots. Below the password field is a red-bordered link that says 'I forgot my password'. At the bottom left is a 'Log On' button with a right-pointing arrow.

Enter the following information in the Change Password pop-up that displays next:

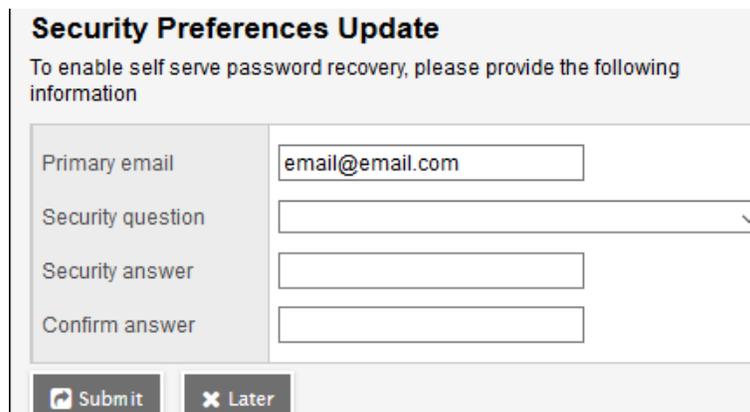
The screenshot shows a 'Change Password' pop-up window. At the top, it lists 'Password Requirements' with the same five bullet points as above. Below are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A red error message with a large 'X' icon says 'Your password has expired. Please create a new one.' There are 'OK' and 'Cancel' buttons at the bottom left, and another 'OK' button at the bottom right.

- **Current Password** – enter the assigned temporary password
- **New Password** – enter the new user created password
- **Confirm New Password** – enter the new user created password a second time

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



The screenshot shows a 'Security Preferences Update' form. The title is 'Security Preferences Update' in bold. Below the title is the instruction: 'To enable self serve password recovery, please provide the following information'. The form contains four input fields: 'Primary email' with the value 'email@email.com', 'Security question' which is a dropdown menu, 'Security answer', and 'Confirm answer'. At the bottom of the form are two buttons: 'Submit' and 'Later'.

- Click **Submit**

Alternatively, select **Later** and the Security Preferences Update pop-up window will display again on the next login.