# MYED BC PARENT/STUDENT PORTAL

Welcome to the Heritage Woods MyED BC PARENT/STUDENT PORTAL which will allow access to see grades, attendance, and other information on your child(ren).  Each parent or guardian will have their own separate account.
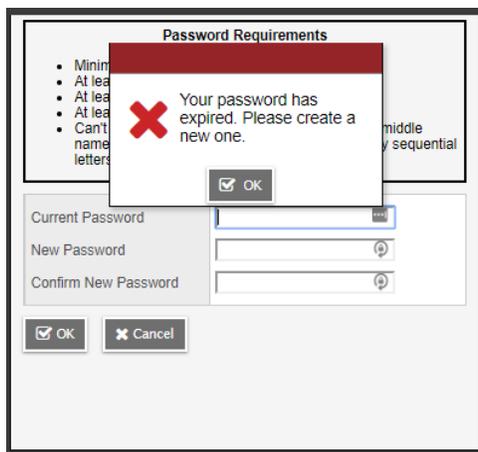
# INSTRUCTIONS

**To Access MyED BC Parent/Student Portal**

1.  Visit www.myeducation.gov.bc.ca/aspen (please bookmark this site)
2.  Make sure popups are enabled for your browser. When initiating a new account or creating a new password, **use a desktop or laptop computer; initiating accounts from a smartphone is not reliable**.
3.  Your username was included in an email sent to you from *sysadmin@myeducation.gov.bc.ca* and usually is comprised of your first initial last name (eg. jsmith or jsmith78 – for students your account is based on your school email account (127-studentname@sd43.bc.ca)) .
4.  Your TEMPORARY one time login password was also included in the email.

NOTE: both username and password are case sensitive and must be entered manually (Do not copy/paste)

5.  Enter your username and password then click Log On to access the system; **a message will indicate your password is expired**.

6.  Enter the temporary password you were emailed as the Current Password and create a new password using the rules below.

7.  Create a new password with the following parameters:

    - **A minimum of 8 characters, maximum 14 characters**
    - **At least one Upper Case and one Lower Case letter**
    - **At least one number**
    - **Must include one of the symbols $, # or _ and cannot include other symbols or spaces**

8.  Select a password reset security question and answer. Once set, you can use the "*I forgot my password*" link on the login page to reset your password.

**Once inside the MyED BC Portal you can navigate to see various details on your child.**

**Please take the time to do your first-time login and reset your temporary password. If you are having any problems with your login, please contact Mr. Rao Vice Principal at [mrao@sd43.bc.ca](mailto:mrao@sd43.bc.ca)**

When report cards are published, they will be accessible in the Published Reports field as PDF's which can be viewed, printed or saved. We recommend saving a copy of the PDF for future reference.  Reports will remain on the system for approximately 30 days.