

How to Log into the MyEducation BC Portal

Logging in and setting up your *NEW* password:

Students and families have previously received their login username (students=pupil ID #, families=43-parentemail) and temporary password from the school (sender: sysadmin). This occurred last year for grade 10-12 students and this fall for grade 9 and new students. If you cannot find your e-mail, please make sure to search your junk mail as well. It will look like this.



Welcome to the Coquitlam Parent Portal ▷ Inbox x

sysadmin@myeducation.gov.bc.ca <sysadmin@myeducation.gov.bc.ca>

to me ▾

Welcome to the Coquitlam MyEducation BC PARENT PORTAL which will allow access t

To Access the MyEducation BC System

On initial log in, **students and families will be required to change their password** before they can proceed. Note, the first time you log into the MyEd portal it will say password expired. Click "OK", enter the temporary password in the "Old Password" area and then create a new password. Passwords must meet the following criteria:

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- Must include one of these symbols \$, # or _ and cannot include any other symbols or spaces.
- The new password 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 (for students=pupil ID number, for families 43-parentemail) and temporary password in the Login screen and click Log On. Then change your password in the next screen and click OK.

Current Password – enter your temp password
New Password – use the rules above
Confirm New Password

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

Security Preferences Update

To enable self serve password recovery, please provide the following information

Primary email	<input type="text" value="email@email.com"/>	←	parentemail@email.com 136-studentemail@sd43.bc.ca
Security question	<input type="text"/>	←	Choose a question from the dropdown menu
Security answer	<input type="text"/>	←	Type your answer to the question
Confirm answer	<input type="text"/>	←	Type and confirm your answer to the question

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 terryfox@sd43.bc.ca. We ask that in your email please give as much information as possible.

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.