Gleneagle Secondary

Instructions on how to create a MyED account (Parent Version)

MyED is our electronic student management system. Your MyED account allows you to see your child's timetable, access report cards and eventually fill in course selection requests for the following year.

When an eligible contact is added to Gleneagle for the first time, MyED sends a **temporary password** to the email account you provided the school. You may need to search through your emails or your junk folder to find it. It will be sent from <u>sysadmin@myeducation.gov.bc.ca</u>.

A. Go to the MyED website: <u>https://www.myeducation.gov.bc.ca/aspen/logon.do</u>



Your Login ID is the email address you provided the school.

The first time you login, you need to enter the **temporary password** sent to you by email.

B. You will be prompted to set a security question.

Security Preferen To enable self serve passe information	word recovery, please provide the following	Type in your email.
Primary email Security question Security answer	;	Select a security question from the drop-down menu.
Confirm answer	el	Type the answer to your security question and then re-type to confirm. Make sure the answer is something you will remember or keep your answer in a safe location so you can retrieve it later. The password is case sensitive.

C. The next time you login you will get the login screen seen below. If you forget your password, click on "I forgot my password". Do not try to guess because if you enter an incorrect password too many times you will be locked out. If this happens, your password will need to be re-set by the main office or administration by emailing <u>gleneagle@sd43.bc.ca</u>. This is not instantaneous and can take multiple days to resolve.

MyEducation BC Prod			
Login ID			
Password			
Password			
Password	I forgot my password		