

## **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, guardian or student will have their own separate account.

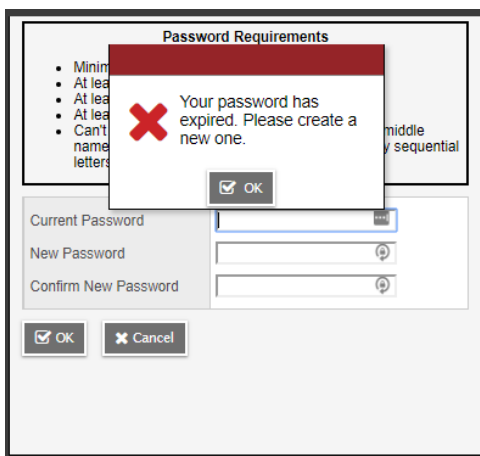
### **INSTRUCTIONS**

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

1. Visit [www.myeducation.gov.bc.ca/aspen](http://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 for students it will be your student number, for parents it will be 43-your email.
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 at [mrao@sd43.bc.ca](mailto:mrao@sd43.bc.ca) Ms. Rideout at [nrideout@sd43.bc.ca](mailto:nrideout@sd43.bc.ca) or Ms. Rai at [mrai@sd43.bc.ca](mailto:mrai@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.