

# McRoberts Student MyEDBC User Instructions

## 1. Logging In

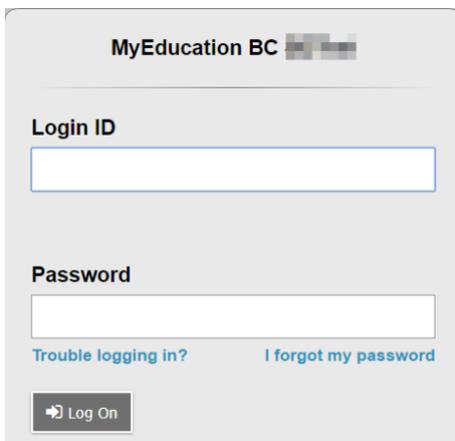
For the initial login, **DO NOT** use a mobile device. Use a laptop or desktop computer

**YOU MUST READ THROUGH THIS DOCUMENT AND FOLLOW THE STEPS TO THE END. IF YOU DO NOT COMPLETE THE ENTIRE SET UP, YOU WILL NOT BE ABLE TO RECOVER YOUR PASSWORD ON YOUR OWN AND WILL REQUIRE THE OFFICE TO RESET YOUR PASSWORD EVERY TIME.**

A **Login ID** and a temporary **Password** will be provided by a separate e-mail from MyEdBC.

The MyEdBC website is: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

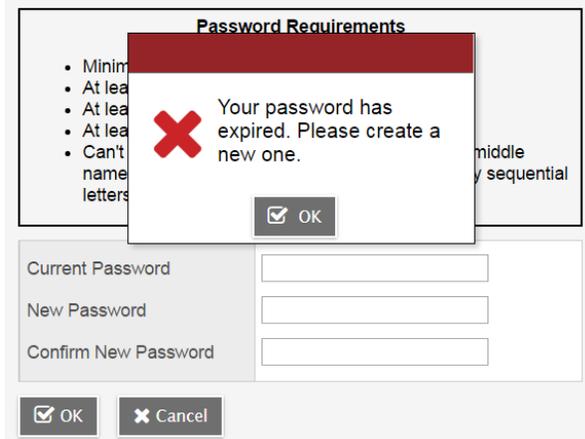
1. Enter your **Login ID** and default **Password**
2. Click **Log On**



### Initial Login & Default Password

*Information is provided by a separate email from MyED*

3. You will be prompted to change your password. '**Current Password**' is the temporary Password you were provided. Enter a '**New Password**' and '**Confirm New Password**'. Password requirements are displayed behind the red warning message



### Criteria to reset a new Password:

- 8 minimum, 14 maximum characters
- 1 capital letter, 1 lowercase letter
- 1 number
- 1 special symbol or character: # or \$ or ! or @
- Your Password cannot contain, first name, middle name, last name, date of birth, personal id or sequential letter or numbers (i.e. Nov5\$2021)

4. You will be prompted to enter your Security Preferences. Enter an email address in case you forget your password, and choose a security question and answer that you will remember.

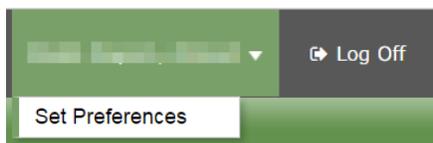
### Security Preferences Update

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

Primary email	<input type="text" value="...@surreyschools.ca"/>
Security question	<input type="text"/>
Security answer	<input type="text"/>
Confirm answer	<input type="text"/>

## 4. Preferences

After you have logged in, you can make changes to your preferences by selecting the drop down arrow beside your name and 'Set Preferences' in the top right of the screen.



## 5. Password Recovery

If you forget your MyEdBC Portal Password, you can click the 'I forgot my password' link on the login screen and an email will be sent to you with a new temporary password.

### MyEducation BC

Login ID

Password

[Trouble logging in?](#) [I forgot my password](#)