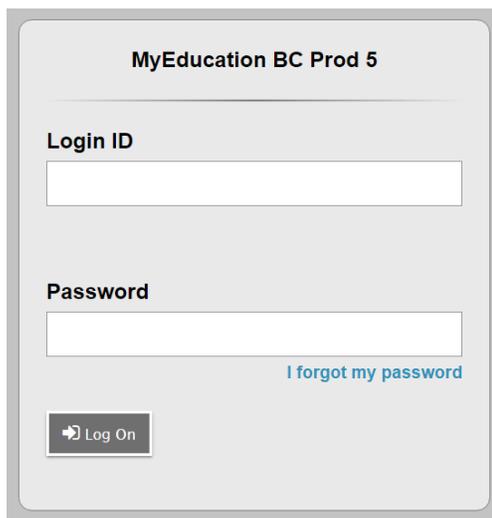


# LOGGING INTO MY EDUCATION BC

## First time log in

1. Go to log in page: <https://myedbc.sd42.ca> Click on “MyEdBC Production” on the top right hand side of the page.

- Enter your log in name: **username**
- Enter your password: **password**
- 



**MyEducation BC Prod 5**

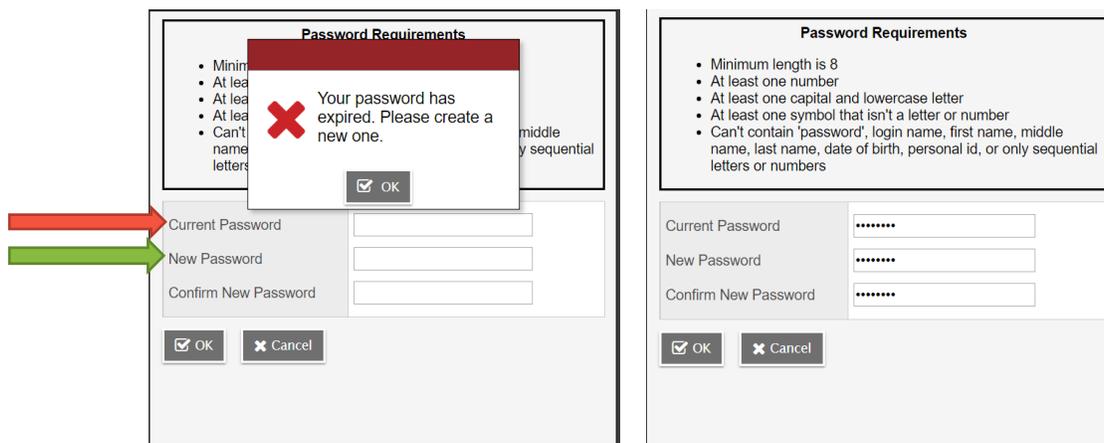
**Login ID**

**Password**

[I forgot my password](#)

## 2. Setting your new password

- The password will immediately expire and you will be prompted to enter a new password.
- Enter the above password (Current Password)
- Enter your new password using the password requirements listed
- Enter the new password in again to confirm
- Click OK



**Password Requirements**

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

X

Your password has expired. Please create a new one.

**Password Requirements**

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

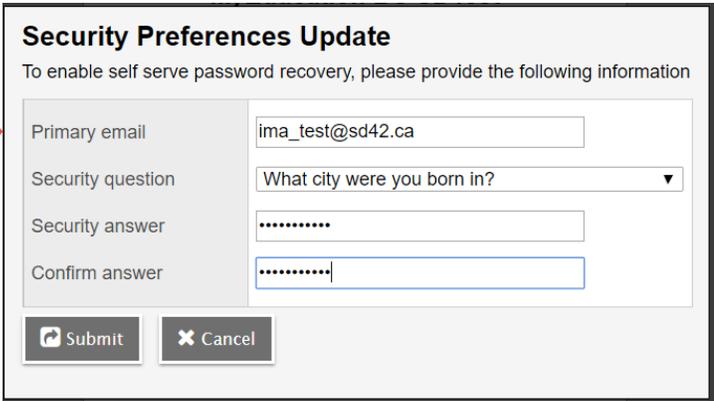
Current Password

New Password

Confirm New Password

### 3. Setting your password recovery (I forgot my password)

- You will now be prompted to set a security question. Or you can set it in your preferences section...see next section.
  1. Enter your primary email – **this must be your district email address** (first\_last@sd42.ca)
  2. Choose the security question from the drop down window.
  3. Type in your answer.
  4. Re-type the answer to confirm
  5. Click **Submit**
    - ❖ **Alternate email not required**



**Security Preferences Update**  
To enable self serve password recovery, please provide the following information

Primary email: ima\_test@sd42.ca

Security question: What city were you born in?

Security answer: .....

Confirm answer: .....

Buttons: Submit, Cancel

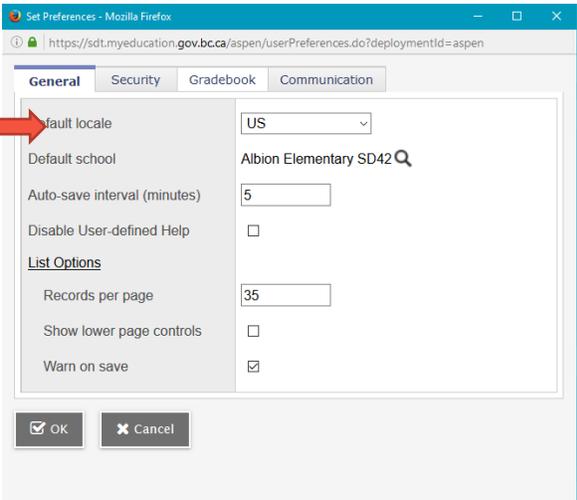
*Note: A red arrow points to the Primary email field.*

### Setting Your Preferences

1. Select Set Preferences



2. Click on the General Tab



Set Preferences - Mozilla Firefox

https://sdt.myeducation.gov.bc.ca/aspen/userPreferences.do?deploymentId=aspen

General Security Gradebook Communication

Default locale: US

Default school: Albion Elementary SD42

Auto-save interval (minutes): 5

Disable User-defined Help:

List Options

Records per page: 35

Show lower page controls:

Warn on save:

Buttons: OK, Cancel

*Note: A red arrow points to the 'Default locale' dropdown menu.*

3. Select Default locale to **US**
4. Check Show Lower Page Controls
5. Select Warn on Save
6. Click OK