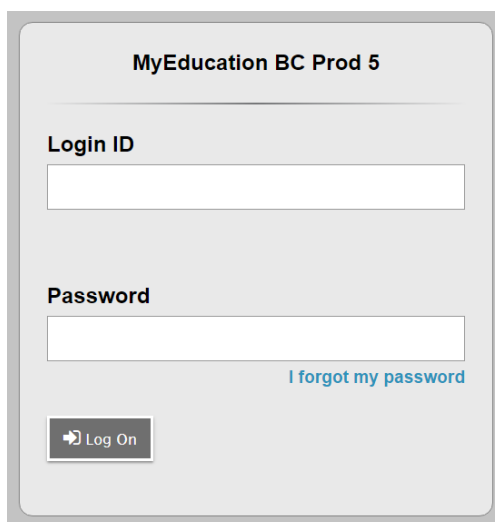


LOGGING INTO MY EDUCATION BC

First time log in

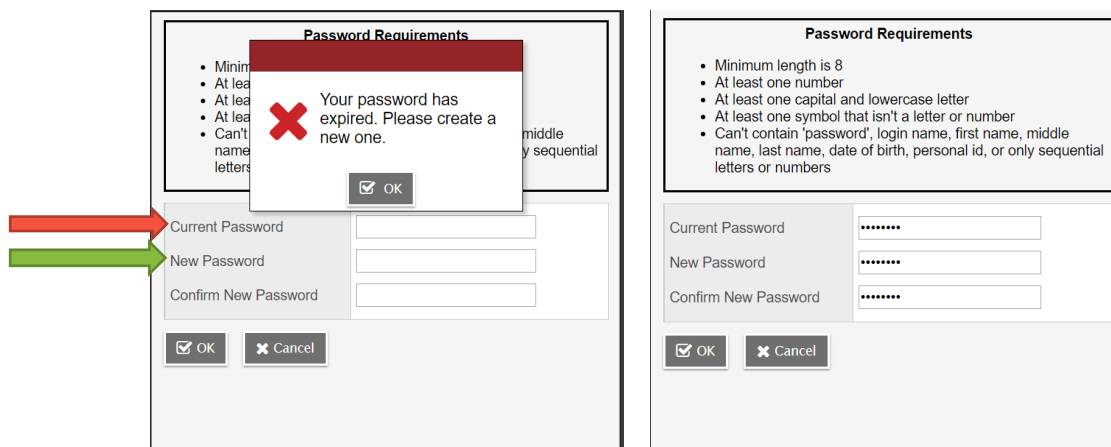
1. Go to log in page: <https://myedbc.sd42.ca> Click on “MyEdBC Production” on the top right hand side of the page.

- Enter your log in name: **ttoc_FirstNameInitialLastName@mrpm.sd42.ca**
- Enter your password: **password**
-



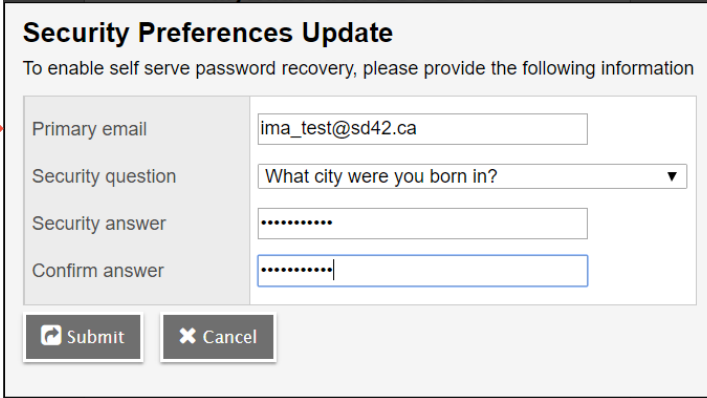
2. Setting your new password

- 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



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:

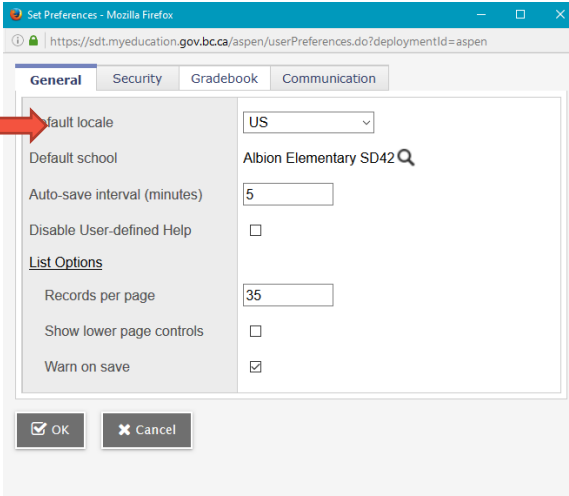
Buttons: Submit, Cancel

Setting Your Preferences

1. Select Set Preferences



2. Click on the General Tab



Set Preferences - Mozilla Firefox

https://sdt.myeducation.gov.bc.ca/asp/en/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

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