

## Logging in, Setting Preferences and Changing Passwords

### Logging In

Click on the “My Education BC” link located in the Quick Links section of the District Portal OR type in:  
<https://www.myeducation.gov.bc.ca/aspn/logon.do>

Enter your Login ID: **firstnamelastname72** (NOTE: no dot)

Default Password

(one you’re provided with for first login – as of January 2020: *Welcome2020!*  
THEN your own thereafter.

*(See password requirements below)*



The screenshot shows the login interface for MyEducation BC. It includes a title bar 'MyEducation BC Prod 13', a 'Login ID' field, a 'Password' field, a 'Log On' button, and a link for 'I forgot my password'.

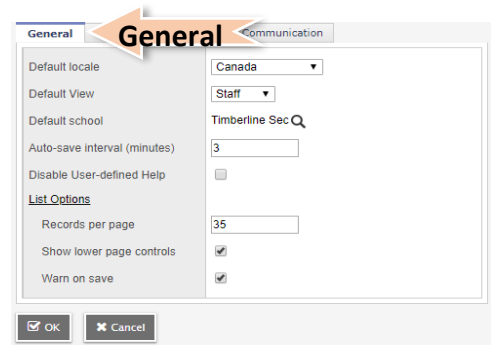
### Setting Preferences

Click on **Set Preferences** in the top right corner  
– drop down arrow connected to username:



#### General Tab

1. Select your Default locale (Canada), Default view (Staff) and Default school (if applicable)
2. Select your Auto-save interval (default is 5 minutes)
3. DO NOT check Disable User-defined Help
4. Set your preferred number of records per page (Recommended Records is 35)
5. Check **Show Lower Page Controls** (This allows you to navigate if you have a large number of students in your class)
6. Check **Warn on Save**



The screenshot shows the 'General' tab of a preferences dialog box. It includes fields for 'Default locale' (Canada), 'Default View' (Staff), 'Default school' (Timberline Sec Q), 'Auto-save Interval (minutes)' (3), 'Disable User-defined Help' (unchecked), 'List Options' (Records per page: 35), 'Show lower page controls' (checked), and 'Warn on save' (checked). There are 'OK' and 'Cancel' buttons at the bottom.

### Change Password

#### Security Tab

This section must be completed if you would like the “**Forgot your password**” feature to work AND must be accessed upon first login to change the password from a generic password to one that is user specific.

1. Choose the security question from the drop down window
2. Type in your answer
3. Re-type the answer to confirm
4. Click on “Change” hyperlink beside “Password” if this is your first time logging in as the password will need to be changed.

The screenshot shows a user profile management interface with a 'Security' tab selected. The 'Security' tab is highlighted with an orange arrow. The form contains the following fields:

- Primary email: shannon.hagen@sd72.bc.ca
- Alternate email: (empty)
- Security question: What is your mother's maiden name? (dropdown menu)
- Security answer: (masked with dots)
- Confirm answer: (masked with dots)
- Password: (masked with dots) with a blue 'Change' link next to it.

At the bottom of the form are 'OK' and 'Cancel' buttons.

**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

Passwords will need to be changed every 90 days.

TIP: Use the same password, just change the season and date at the end.  
*Welcomefall2019! THEN 90 days later  
Welcomewinter2019!*