

Student Portal Access For MyEd
Re-Setting District Generated Passwords for Students that Have Not or Cannot Login

Step 1: - For students that have never logged in to the MyEd student portal, please jump to step 2 below.

- For students that have already logged in but for some reason have been frozen out of their account (they can't reset their own password, or they've entered it incorrectly more than 5 times), please create a District Help Desk Ticket, and submit the names of students that need their MyEd Passwords to be reset. Request that new temporary password be created for them. After receiving confirmation that the passwords have been generated, follow the steps below.

Step 2: Login to MyEd. Click on the **Student** top tab (See image below).

Click on the waffle button (next to the filter button on the top). Scroll down to "User Accounts". This will display the student Login (which is their student number), and their GenPW (which is the password students need to login to the portal). If a password is displayed, give this to student to retry logging in. Students with no passwords have already successfully logged in at some point and should be able to hit the "Forgot my Password" link to be sent a new password.

Step 3: Find the student name (you may have to use the drop down menu under the 'Options' button at the top). Give them the password that is at the far right of the screen under GenPW, and then proceed with the following instructions:

Once Students have their new passwords...

Ask students to search "MyEd BC" and [MyEducation BC: Log On](#) will be the first link.

Click on this, have students enter their student number as the login, and the GenPW as the password. Students will be asked immediately to change their password. They will then have to enter their email address and also create a security question.

Please inform students:

- Tell students to remember their passwords as they can only be reset at the district level!
- Passwords must contain at least:
 - 1 capital letter, 1 lowercase letter, 1 number, 1 symbol, and must be 8-12 characters long.
- You CANNOT use your student number, your name, or anything else the program will recognize, within your password!
- If you try to enter your password incorrectly five times, we will need to reset the password with another Help Desk Ticket.
- Share your login id and password with your parents, but otherwise, keep your password secret as you don't want this information getting into the wrong hands!

Browser tabs: Login - focustime, Kahoot!, Math 10 PDFS - G, Google Docs - cre, Login - focustime, MyEducation BC, how to take a scre

Address bar: <https://www.myeducation.gov.bc.ca/aspen/staffStudentList.do>

Page Title: Oak Bay Secondary 2017-2018

User: Gnocato, Betty | Log Off

Navigation: Pages | My Info | Student | Attendance | Gradebook | Planner | Tools

Student List

Details

Contacts

Attendance

Transcript

Assessments

Schedule

Membership

Transactions

Documents

Options | Reports | Help | Search on Name

1: Abercrombie, Max

Manage Field Sets... 0 of 202 selected

Name	HomePhone	Email1	Login	GenPW
Secondary	250-477-8817		471938	FUZZ906vail
Secondary	250-204-7626		2186925	QUAY414less
Secondary			2210728	PLOT920runt
Secondary	778-678-0499		1264140	BAKE564part
Secondary			535108	COZY582cyst
Secondary	250-384-8745	aleesha.barkemeier@yahoo.com	473762	pies106CLIP
Secondary	250-818-8695	pbcontactme@gmail.com	512157	wont509KNEE
Secondary		gferro00@hotmail.com	2160971	
Secondary	250-818-8415	bartelsmadeline@gmail.com	480750	LITH997nive
Secondary	250-370-2929	nicbeatty14@hotmail.com	474111	HANK007coml
Secondary			1375007	dace805JUNE
Secondary	778-430-3647		361147	hale585LAND
Secondary	250-658-6700		473320	deaf056HARE
Secondary	250-595-2353		369503	BOND360ever
Secondary	778-676-5540		1159578	tone722JINX
Secondary		salvadorbigam@gmail.com	397831	mat646WIND
Secondary	778-433-8294		1184643	rage796WISE
Secondary	778-350-1651		473829	WAFT292less
Secondary	250-381-4444		1556188	mean883AUTO
Secondary	250-294-4660		669754	trio482SPAR
Secondary	250-592-8001	jonobrioschi@gmail.com	769079	leaf533DUKE
Secondary	250-592-8001	sarajbrioschi@gmail.com	769072	came202GEOM
Secondary	250-220-3511	maddybrookall@gmail.com	412284	fadm220GENS

Taskbar: Windows, Edge, File Explorer, Chrome, Outlook, Word, Excel, PowerPoint, Chrome, Task View, Recycle Bin

System Tray: EN, 3:27 PM, 1/8/2018

