Logging in to MyEducation BC

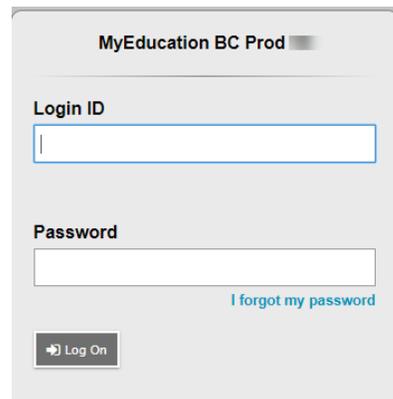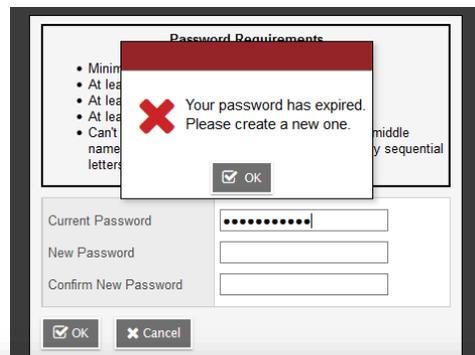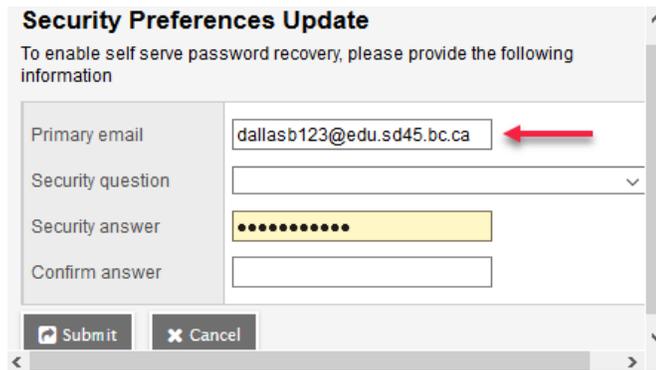|	
Accessing MyEducation BC: Please visit the MyEducation BC website and the following login box will appear.	www.myeducation.gov.bc.ca/aspen/logon.do
Login: Enter the Login ID and temporary password provided, then click Log On. *Note that MyEducation BC is **CASE** sensitive.*	
Password: The first time you login, MyEducation BC will request that you change your password. Enter your temporary password into the current password field, enter a new password, confirm and click OK. ***Note: an error message will appear if you have not used the password requirements listed to create a new password.***	 **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

Security Preferences:

After creating your password you will be prompted to confirm your email address and enter your **Security Preferences** by choosing a security question and answer. This will enable you to use the **'I forgot my password'** function on the login screen.
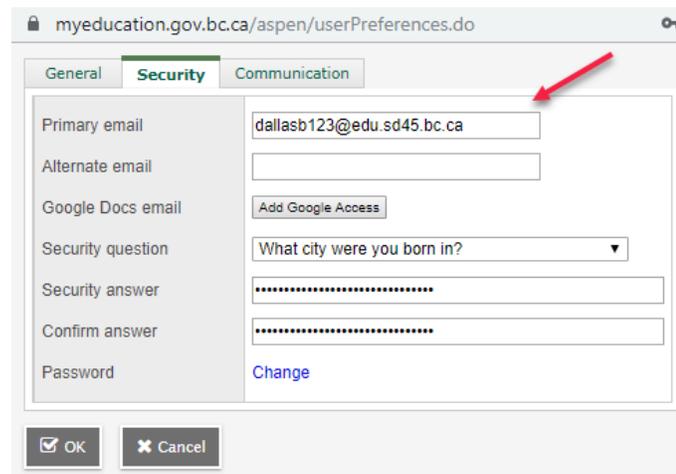

Setting Up Preferences:

After you have successfully 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.

Security Information:

Click on the security tab and ensure your email address is your district email. From here you can update your security question and password.