MYEDUCATION BC

PASSWORDS ISSUES

If you Forget your Password OR Disable your account

- 1. Navigate to the MyEducation Site at https://www.myeducation.gov.bc.ca/aspen/logon.do
- 2. Click on "I forgot my password"
- 3. You will be asked to enter your:
- 4. Login ID ie. jsmith63
- 5. Primary email ie. jsmith@saanichschools.ca
- 6. Answer your security question
- 7. An email will be sent to you with a temporary password
- 8. If you are unsuccessful email <u>helpdesk@saanichschools.ca</u> or call helpdesk at 250-652-7336

MyEducation BC Prod MyEducation BC Login ID	
MyEducation BC Pa	assword
Login Information	I forgot my password

Log Off

CHANGING YOUR PASSWORDS AND SECURITY QUESTION

- 1. Login to MyEducation BC
- 2. Click the Down triangle beside Log Off
- 3. Click on Set Preferences
- 4. Click on the Security Tab
- 5. Change Password click Change 6. Click the Security Tab
 - a. Check Primary email
 - b. Check Security question

Having the correct email address and knowing the answer to your security question means you can fix your own account if you forget your password or disable your account

General Security Gr	adebook Communication
Primary email	"username"@saanichschools.ca
Alternate email	
Google Docs email	Add Google Access
Security question	What city did your father grow up in?
Security answer	
Confirm answer	[
MyEducation BC Password	Change