Delta School District: First Logon to MyED BC

Step 1: Check your Deltalearns account. You should have received and email from sysadmin@myeducation.gov.bc.ca. This email will contain the URL to MyED BC, your Login ID and your password for the first time you login to MyED BC.

Sample Email Message:
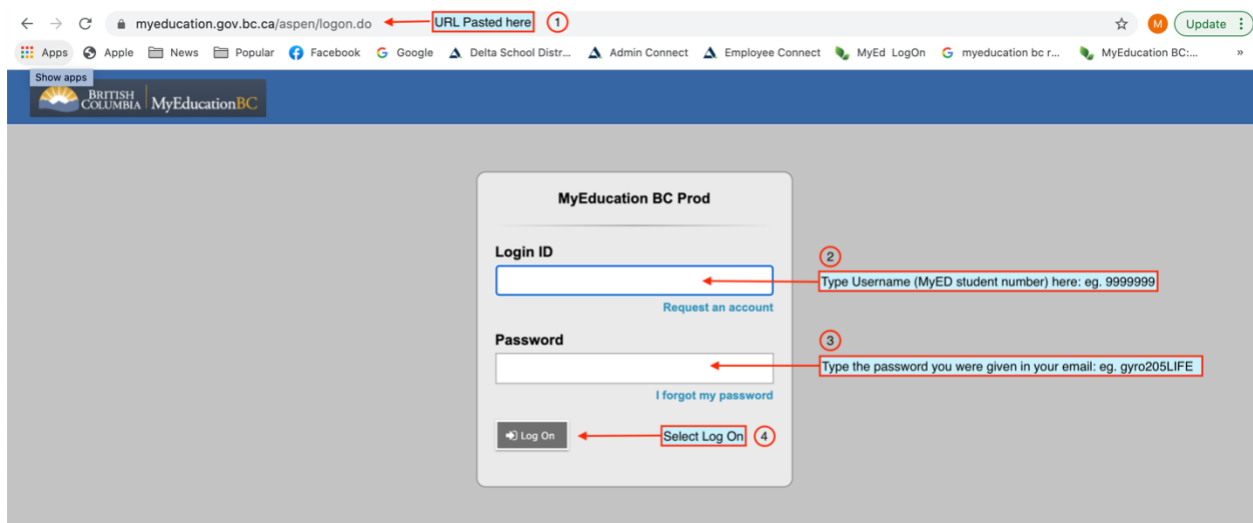
A MyEducation user account has been created for you:

Log in to https://www.myeducation.gov.bc.ca/aspen using the user name and password supplied.

Username: 9999999
Password: gyro205LIFE

Step 2: Click on the URL or copy and paste it into an internet browser. It should take you to a screen that looks like this:

1. URL Copied and pasted into the browser.
2. Type or copy and paste the Username from your email into here.
3. Type or copy and paste the password from your email into here.
4. Select the Log On button.

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Step 3: You will be prompted to create a new password. The following screen will appear.

1. Select the OK button.
2. Type or copy and paste your initial password into the Current Password box.
3. Type your new password into the New Password box.
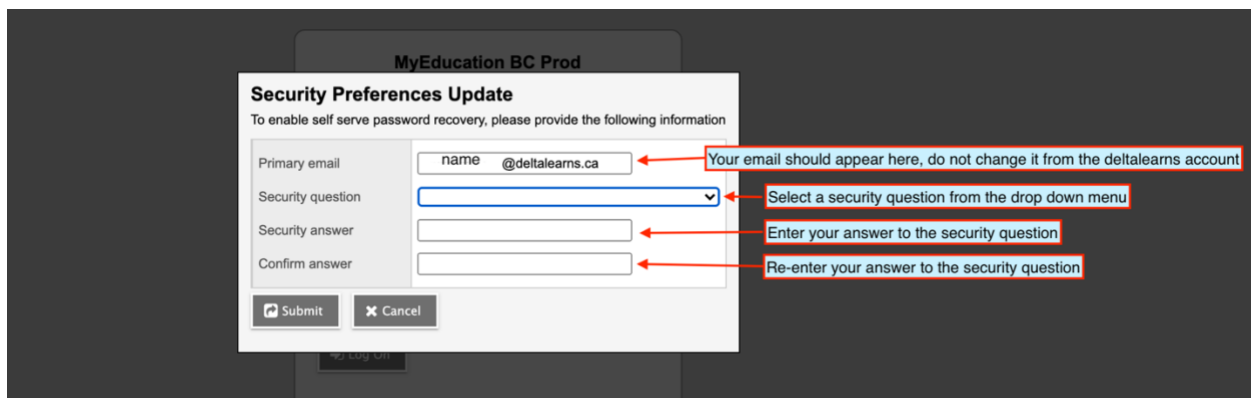4. Re-type your new password into the Confirm New Password Box.

MyED BC has some specific rules regarding your new password:

- 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

Once you have created your new password and re-entered it into the Confirm New Password box, select OK:

Step 4: Select and answer the security question.

Select the submit button.

By filling in the Security information, if you forget your password, you will be able to click on the "forgot my password" on the logon screen, and enter your email address. If you correctly answer the security question, your password will be reset and emailed to you.

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Step 5: This is the landing page for MyED BC. Your name should appear in the top left hand corner, and it should appear in the top right hand corner.

Step 6: First time you logon, you should click on your name, and select the "Set Preferences".
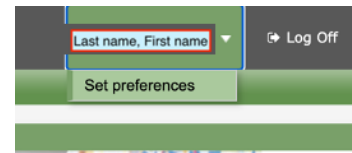
On the Preferences General Tab:

Set the Default locale to Canada.

The rest is personal preference.

Disable user-defined help will stop the help button from working.

Records per page: Maximum is 35

Show lower page controls: Allows you to toggle at the bottom and the top of the screen.

Warn on save: if you are trying to move off of a screen without saving, and this is checked, you will get a warning that you are about to lose your data. As a student you will be viewing data and unable to change the data.
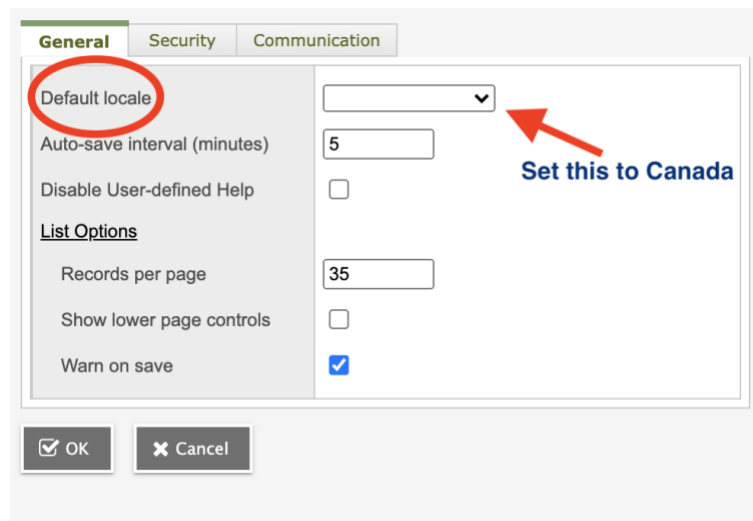
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On the Preferences Security Tab:

1) Enter your deltalearns email. This will be reset to your deltalearns email if you use any other email.
2) Choose a security question, if you want to change the questions you selected when you first logged on to MyED BC.
3) Provide the answer to the security questions
4) Provide the answer to the security question again.

General	**Security**	Communication

Primary email	(1) name @deltalearns.ca
Alternate email	
Google Docs email	Add Google Access
Security question	(2) Who is your favourite athlete?
Security answer	(3) ••••••••••••••••••••••••••
Confirm answer	(4) ••••••••••••••••••••••••••
Password	Change

☑ OK   ✖ Cancel

By filling in the Security information, if you forget your password, you will be able to click on the "forgot my password" on the logon screen, and enter your email address. If you correctly answer the security question, your password will be reset and emailed to you.