MyEducation BC – First Days Set-Up
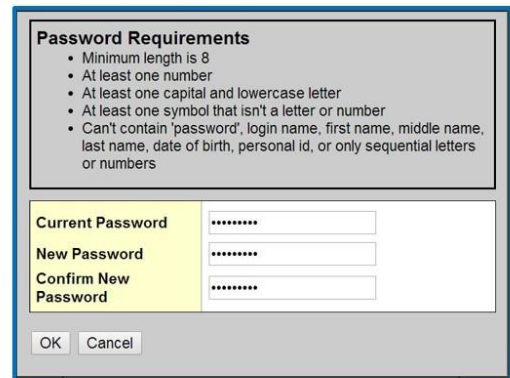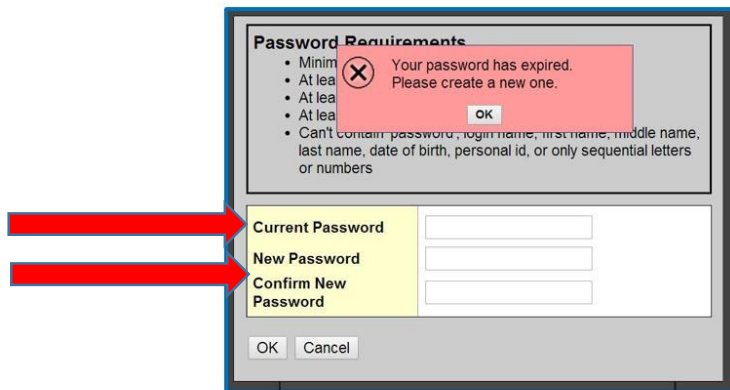
If a desk top short cut to MyEd is not available from your work station using *Google Chrome* navigate to: https://www.myeducation.gov.bc.ca/aspen/logon.do

## 1. Log on and Change Password Procedure

1. Enter your Login ID (District email address)
2. Enter the default password available from your Admin. Assistant

The password will immediately expire and you will be prompted to enter a new password.
   1. Enter the default password (Current Password)
   2. Enter your new password using the password requirements listed above
   3. Enter the new password in again to confirm
   4. Click *OK*

You will then be prompted to set a security question.
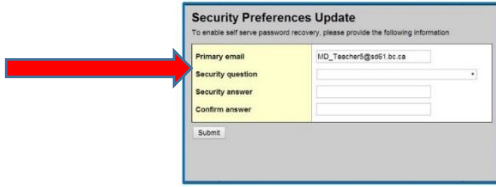
1. Choose the security question from the drop down window
2. Type in your answer
3. Re-type the answer to confirm
4. Click **Submit**

## 2. Set User Preferences
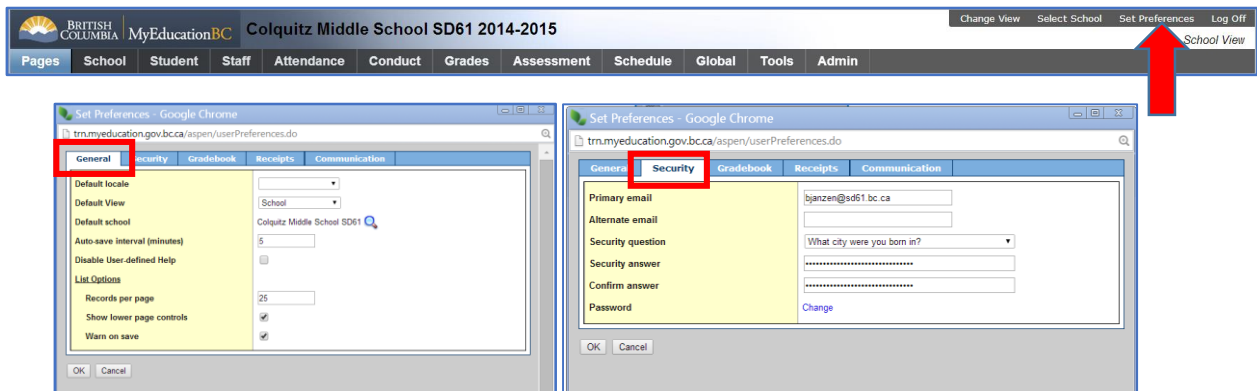
1. Select **Set Preferences**
2. Click on the **General** Tab
3. Select your <u>default view</u> (School View) and school if applicable
4. Check **Show Lower Page Controls**
5. Select **Warn on Save**
6. Click on the **Security** Tab to add an alternate email address, reset security question or password

Select desired view if applicable: School, Staff, Student Services, Build, etc.
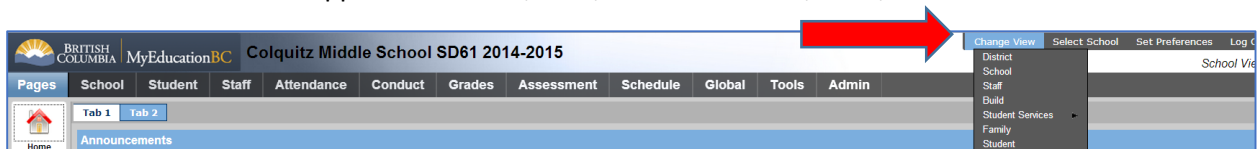
In School View, select desired school if applicable to view information for that school only and click **OK**.
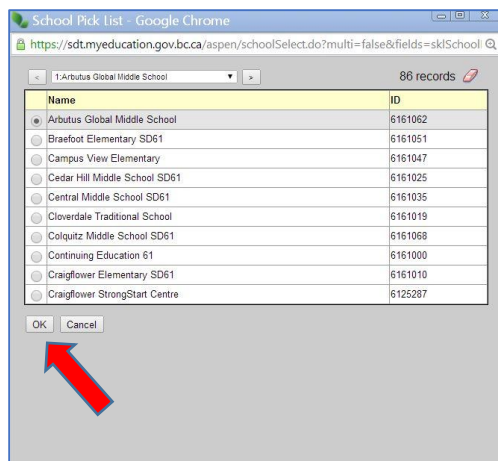
Log Off Button

Use the **Log off** button at the end of a session, try to avoid shutting down your browser without logging off or use Windows>L to lock your screen when moving away from your work station.

3. Create a Custom Field Set

Add **Usual First Name** to enable searching for students by their first name.

Add the **Photo** field for quick access to student photos.

Student top tab>Click on the Field Set Icon
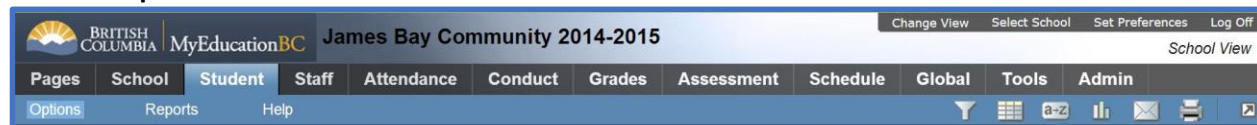
Field sets enable the user to customize the columns that appear in a list.

Make a Copy of a Field Set and Edit It

- Click the **Field Set** icon.
- Select **Manage Field Sets**.
- Select the **Default** field set to copy
- Click **Copy**.
- Name the new field set and complete the popup.
- **Save**.
- Select the newly created field set from the popup.
- Click **Edit**.
- Remove unwanted fields
- Add Photo and Usual first name fields (and any others you may require).
- Adjust the order of selected fields up or down as necessary.
- **Save**.

Manage Field Sets

- Set a default Field Set by moving it to the top of the list
- Show/Hide Field Sets: Select the field set you wish to hide and click **Hide.**
- Delete a Field Set (Only if you are the owner)

4. Short-Cuts etc.

Control>+ to Zoom in

Control>- to Zoom out

Control>F to Find when searching an active column. (Click the top of a field to activate for searching)

Control>L to Look-up work habits when entering marks

Control>D to fill down values when entering grades, work habits, or comments to all cells below the currently selected cell.

Link to SD61 MyEd resource website: https://myed.sd61.bc.ca/