# Creating and Maintaining Student Accounts in MyEducation BC

## School View>Student Top tab

Choose to create accounts for all students or a specific group of students by selecting the students and navigating to *Options>Show selected*.

\*Optional\*: Use the *User Account* field set to view email, login, and generated passwords.

# Options>Create User Accounts

MyEducation BC: Create User Accounts - Google Chrome										
trn.myeducation.gov.bc.ca/aspen/createUserAccounts0.do?deploymentId=aspen										
Create User Accounts: Peo	Step 1 of 4									
Records to include	Records to include									
All     Current selection: 1091	Note the number of students in the current selection									
< Back Next >		Finish Cancel								

Click Next

Login ID: Select Custom Expression

Expression: {student.localld} (This code will auto-populate student numbers as login ID for all students)

Password: *Mnemonic* (This will create a password for all students that contains a combination of letters and numbers)

#### Login Status: Enabled

Account Expiration date: Choose a date at the end of July for the upcoming school year. Accounts can be re-enabled on mass at the beginning of the following school year.

Password Expiration Date: This will auto-populate with the current day. Generated passwords will expire when the student logs in for the first time, requiring the student to enter in a new private password.

Allow access from: leave blank

MyEducation BC: Create User Account	unts - Google Chrome								
trn.myeducation.gov.bc.ca/aspen/createUserAccounts1.do?validWizard=true									
Create User Accounts: Account Properties Step 2 of									
Login ID	Custom expression   Expression								
Password	Mnemonic 🔻								
Login Status	Enabled								
Account expiration date	28/07/2017								
Password expiration date	30/06/2016								
Allow access from									
Idle time before timeout									
< Back Next >		Finish Cancel							

## Click Next

Roles: Click **Add** and select **Student** 

Schools: Leave blank

MyEducation BC: Create User Accounts - Google Chrome	
trn.myeducation.gov.bc.ca/aspen/createUserAccounts2.do	
Create User Accounts: Roles and Schools	Step 3 of 4
Roles Student	Add Remove
Schools	v
	Add Remove
< Back Next >	Finish Cancel

# Click Next

This is a confirmation screen. Confirm the number of records, login ID, generated password and roles.

MyEducation BC: Create User Accounts - Google Chrome										
trn.myeducation.gov.bc.ca/aspen/createUserAccounts3.do?validWizard=true										
Create User Accounts: Confirmation Step 4 of 4										
Click "Finish" to create the user accounts.										
Records to include	Current selection: 1091									
Login ID	Custom expression: {student.localId}									
Generated password	Mnemonic									
Roles	1									
Schools	0									
< Back Next >		Finish	Cancel							

## Click *Finish*

Any student who already had a student account will be skipped during the process.

🗋 trn.myeducation.gov.bc.ca/aspen/temp/x2_4445152896562610668/results3175768095743 📼 💷 🔀
trn.myeducation.gov.bc.ca/aspen/temp/x2_4445152896562610668/results3175768
Results ========
1,089 accounts were created 2 accounts already existed

Using the *User Account* field set the user may now see the login ID and generated passwords for all students.

As students log in they will be required to enter in an email address (students are encouraged to use their @SD61learn email address).

As students log in the first time the password will expire requiring them to set a new personal password. The generated password will disappear from the *GenPW* field in the student list as shown below for 3 students. This allows the school to confirm which students have successfully logged into their account.

Pages	School Student		Student Staff Attendance Conduct Grades Assessmen		essment	Schedule	Global	Tools A	dmin								
Options	F	Report	ts He	lp						s	earch on Name	<u> </u>	a∍z	և 🖂			
Student	Student List																
Details		< 1:Adamek, Dylene			▼ >		0 of 1091 selected 🥖			All Active Student:							
Contacts		Name Pupil #			Pupil #	Alerts	School > Name			nePhone	Email1		Login	GenPW			
		Ada	amek, Dylene		1572245		Mount Douglas Seconda	ary					1572245	SYNC589usmc			
Attendance		📃 Ada	amson, Shiv		1503088		Mount Douglas Seconda	ary	(250)	))555-1234			1503088	russ166USES			
Conduct		Ada	amus, Jana		259480	<u>8</u>	Mount Douglas Seconda	ary	(250)	))555-1234	email@gmail.co	om	259480				
Transcript		Ada	amus, Shayleen		1162841		Mount Douglas Seconda	ary	(250)	))555-1234			1162841	YELP154dory			
Tunsenpe		Addley, Derrick			228821	*	Spectrum Community School			))555-1234			228821	plug445DIRK			
Assessmer	nts	Adelberg, Breanna			445857		Mount Douglas Secondary			))555-1234			445857	BAHT179tilt			
Academics		Adk	tins, Les		1424871	<u></u>	Mount Douglas Secondary			(250)555-1234			1424871	PITH385ripe			
O-h-d-d-		Akb	ar, Powell		1266925		Mount Douglas Secondary (250)555-1234			))555-1234	1266925		1266925	kink582SHAD			
Schedule		Alco	Alcock, Takaya		368484	E	Mount Douglas Secondary			))555-1234	email01@email.com		368484	palm136HERS	ŝ		
Membershi	р	Aldr	red, Chad		528310		Mount Douglas Seconda	ary	(250)	))555-1234			528310	gull331MOOT			
Transaction	าร	Aldr	rich, Elayne		1520572		Mount Douglas Seconda	ary	(250)	))555-1234	152		1520572	laid587FOND			
		Allis	son, Darrell		216844	<del></del>	Mount Douglas Secondary		(250)	))555-1234			216844	ECUA488next			
Documents		Allman, Craig 216115				Mount Douglas Secondary (250)555-1234			216115			TINE844dept					
At Risk		Amt	brose, Alexis		1497826		Mount Douglas Seconda	ary	(250)	))555-1234	email@email.c	email@email.com 1497826					
Snanshots		And	lerson, Ryk		1484009		Mount Douglas Seconda	ary	(250)	))555-1234			1484009	NOES833natl			
Chapshots		Arm	nitage, Herbert		559346 Mount Douglas Secondary (250)555-1234			559346	ROLL237glow								
		Arne	ell, Clancy		1353809		Mount Douglas Secondary			))555-1234	1353809			coll131TACO			

A user guide and tutorial video for student log in and navigation of the MyEducation BC student portal can be found at: <u>https://myed.sd61.bc.ca/resources-links/family-student-portal/</u>

The majority of student access issues can be attributed to forgotten passwords or incorrect input of login ID or password. **Passwords and login ID's are case sensitive**. Students will be locked out of their account after 5 invalid attempts.

Students should stop after 4 attempts and complete the password reset process listed below.

If a student account is locked or disabled a Web Help Desk ticket is required to resolve the issue as it can only be reset from the district level.

Students can have their password reset by using the *I forgot my password* link on the login home page.

Password Recovery

- Navigate to MyEducation BC log on page: <u>https://www.myeducation.gov.bc.ca/aspen/logon.do</u>
- Click on the *I forgot my password* hyperlink.
- If you entered a valid email address when you first logged in, the system will email you a temporary password.
- You will be asked to confirm your identity by answering your security question set up when you first logged in.
- Use Set Preferences to reset the password once logged in.

