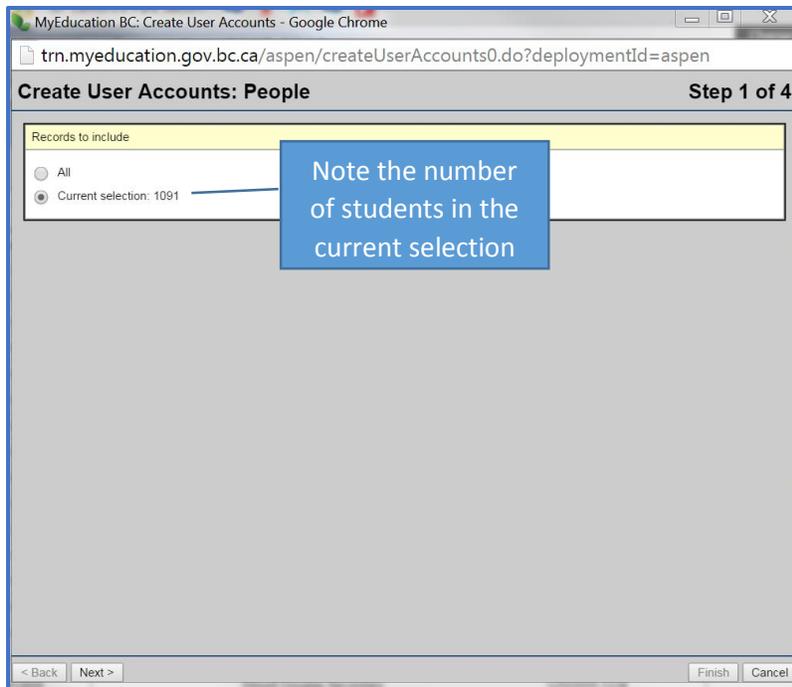# Creating and Maintaining Student Accounts in MyEducation BC

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***

Click ***Next***

Login ID: ***Select Custom Expression***

Expression: ***{student.localId}*** (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

Click **Next**

Roles: Click **Add** and select **Student**
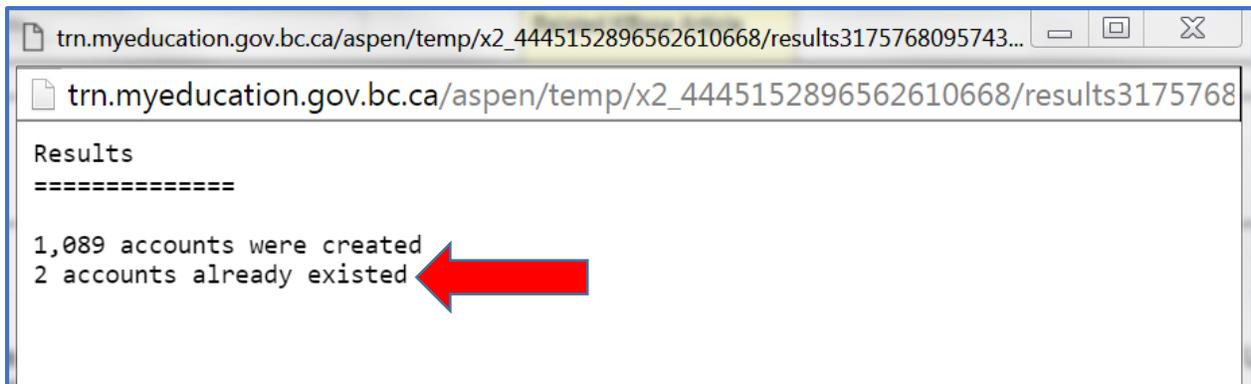
Schools: Leave blank

Click Next

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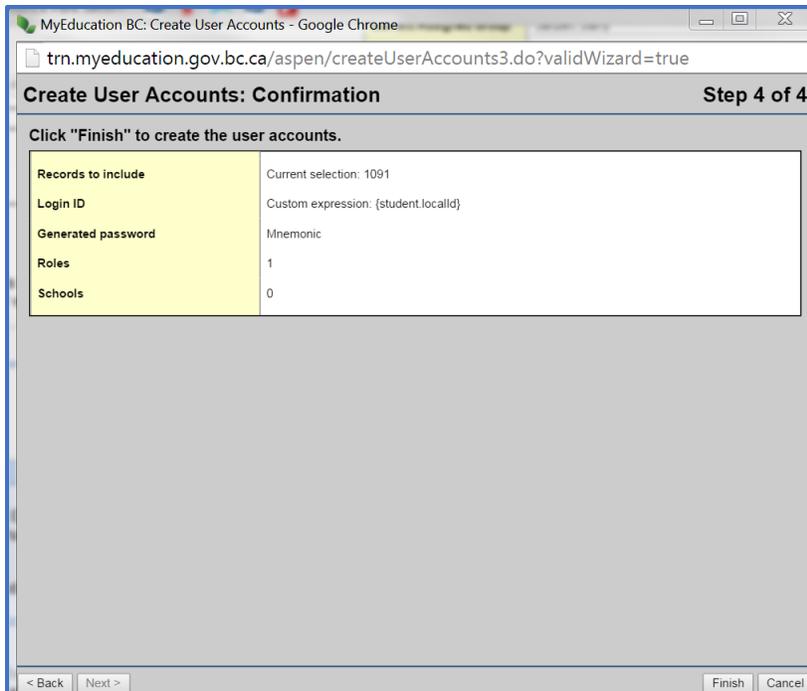
Click **Finish**

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

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.

Options   Reports   Help   Search on Name

Student List

Details
Contacts
Attendance
Conduct
Transcript
Assessments
Academics
Schedule
Membership
Transactions
Documents
At Risk
Snapshots

<	1:Adamek, Dylene	>		0 of 1091 selected				*All Active Students*

Name	Pupil #	Alerts	School > Name	HomePhone	Email1	Login	GenPW
Adamek, Dylene	1572245		Mount Douglas Secondary			1572245	SYNC589usmc
Adamson, Shiv	1503088		Mount Douglas Secondary	(250)555-1234		1503088	russ166USES
Adamus, Jana	259480		Mount Douglas Secondary	(250)555-1234	email@gmail.com	259480	
Adamus, Shayleen	1162841		Mount Douglas Secondary	(250)555-1234		1162841	YELP154dory
Addley, Derrick	228821		Spectrum Community School	(250)555-1234		228821	plug445DIRK
Adelberg, Breanna	445857		Mount Douglas Secondary	(250)555-1234		445857	BAHT179tilt
Adkins, Les	1424871		Mount Douglas Secondary	(250)555-1234		1424871	PITH385ripe
Akbar, Powell	1266925		Mount Douglas Secondary	(250)555-1234		1266925	kink582SHAD
Alcock, Takaya	368484	IEP	Mount Douglas Secondary	(250)555-1234	email01@email.com	368484	palm136HERS
Aldred, Chad	528310	IEP	Mount Douglas Secondary	(250)555-1234		528310	gull331MOOT
Aldrich, Elayne	1520572		Mount Douglas Secondary	(250)555-1234		1520572	laid587FOND
Allison, Darrell	216844		Mount Douglas Secondary	(250)555-1234		216844	ECUA488next
Allman, Craig	216115	IEP	Mount Douglas Secondary	(250)555-1234		216115	TINE844dept
Ambrose, Alexis	1497826		Mount Douglas Secondary	(250)555-1234	email@email.com	1497826	
Anderson, Ryk	1484009		Mount Douglas Secondary	(250)555-1234		1484009	NOES833natl
Armitage, Herbert	559346		Mount Douglas Secondary	(250)555-1234		559346	ROLL237glow
Arnell, Clancy	1353809		Mount Douglas Secondary	(250)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: https://myed.sd61.bc.ca/resources-links/family-student-portal/

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: https://www.myeducation.gov.bc.ca/aspen/logon.do
- 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.

Login ID

1497826

Password

●●●●●●●●●●

I forgot my password

Log On