



## MyEd - ACCESSING REPORT CARDS ONLINE

### Semester 2 Report Cards

When ready, Semester 2 Report Cards will be uploaded to the MyEd portal for viewing and downloading. We will not be handing out Report Cards as we did in the past. This portal is the same as the one that students used for entering course requests earlier this year.

**Please have your child check their log-in as soon as possible**, so that we can resolve any password issues before Report Cards are issued. Troubleshooting information is attached here as well. You will receive an email by June 30th letting you know report cards are ready for viewing. The report card will appear as a PDF file under “Published Reports” on the top right-hand side of the page when you log-in.

**Please note: Report Cards will only be available until the end of July.**

**Log on to MyEd BC**      <https://www.myeducation.gov.bc.ca/aspen/>

**Log in ID:** This is your student number. (the number your ID card)

**Password:** Enter the password you created previously to enter course requests.

**Forgot your password?** Enter your Username (student number) and click on the “Forgot Password” link. You must enter the same email that you assigned to your account previously. Once you have done this, you will get a new pop up with the security question you chose when you signed in originally. You must answer with the same answer you supplied before. Once done, a new temporary password will be sent to your email account.

### MyEd Student Account for Report Cards Online – First Time Users

**Step 1:** Log-on and change default password

Log onto [www.myeducation.gov.bc.ca/aspen/logon.do](http://www.myeducation.gov.bc.ca/aspen/logon.do)

MyEducation BC Prod 4

Login ID

Password

[I forgot my password](#)

Your Login ID is your **student number** and the **generic password is Bakealt2021\$**

You will use this generic password, and immediately be asked to create a new password following the Password Replacement instructions. The “current password” will be **Secure34\$**, and the “New Password” will be the one you create, following the Password Requirements.

Hit OK



## MyEd Student Account for Report Cards Online – First Time cont.

**Save** your password on your phone or somewhere that you will be able to find it when you want to log on to view your report card, do your Course selection, or just to review your information.

### Step 2: Security update.

Please use your email for your Primary email. This email will be used to re-set your password should you forget it.

Choose your security question and answer and hit **Submit**

Check out the **My Info** top tab and see if we have your correct address and phone number.

If there are updates needed to your contact information, please inform the office.

\*\* If you get a message saying that “this account has been disabled” you will need to email [belinda.brown@abbyschools.ca](mailto:belinda.brown@abbyschools.ca) I will reset your password and email you back with a new temporary password.

\* Remember your Logon and Password so that you can view your report card. \*

**Password Requirements**

- 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

Current Password

New Password

Confirm New Password

OK  Cancel

**MyEducation BC Prod 13**

**Security Preferences Update**

To enable self serve password recovery, please provide the following information

Primary email

Security question

Security answer

Confirm answer

Submit  Cancel

Log On

Still can't get logged on? Send an email to [belinda.brown@abbyschools.ca](mailto:belinda.brown@abbyschools.ca) using your most used email address. Don't forget to give us the name of the student. **Do not phone**, as we need the email address to reset the password.



## Report Card / MYED BC Trouble Shooting

### Website:

One issue you may find when viewing report cards is trying to sign on to the wrong website. It looks like the right one, but it puts you into a password reset loop. Please make sure you are on the correct website. Please double check that this is the website that you are choosing: <https://www.myeducation.gov.bc.ca/aspen>

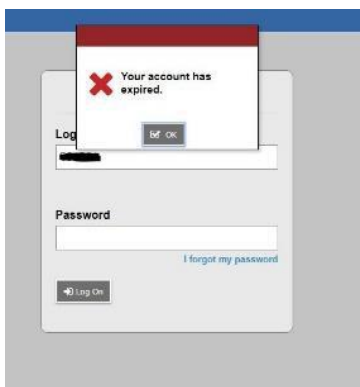
### Logging in and Passwords:

1. For the log-in, use the student number, which is on the student ID card, not the PEN number that is on the Report Card. Most students know their ID, as they need it to sign into computers at school.
2. Do not copy and paste passwords. The program will often not accept them.
3. Passwords are case sensitive. Take your time and make sure your Caps "Lock" is not on.
4. Password criteria must be followed, or it will not be accepted:

After putting in your password for the first time, or a new temporary password you may encounter a **big red X**. This could mean one of 2 things. Please take your time here to determine the best action to take. The first example below will happen very rarely, but it does happen.

#### Password Requirements

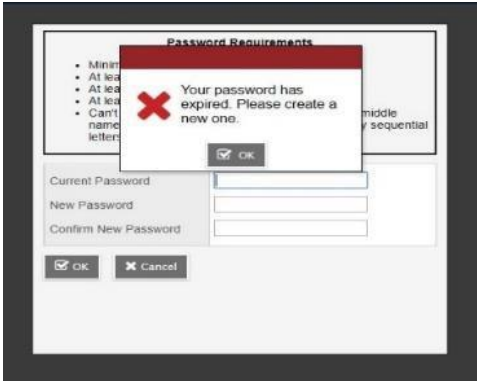
- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers



If you get this **big red X** with the login screen still behind it, that means your account has expired. You will need to email [belinda.brown@abbyschools.ca](mailto:belinda.brown@abbyschools.ca) so we can contact our helpdesk to have your account reactivated. This is usually a very quick process, but it may take up to a few days. In your email, please state that it is your **account** that has expired, not your password.



### Report Card / MYED BC Trouble Shooting cont.



If you get this **big red X** with the password reset screen behind it, this just means that the original, or temporary password has expired, and you need to make your own personal password. You still need to follow the password criteria above.

If you are logging in for the first time, or with a temporary password, you will immediately be asked to make a new password. After clicking the “OK” button, you will have 3 spots for passwords. In the first one, put the same password as you just used to log on. In the next 2 type in the new password you would like to use (do not copy and paste). Follow the criteria set out above. You will need a symbol (like a dollar sign or a percent sign)-even though the temporary password doesn’t have one, you will need one. You cannot use any part of the student’s name etc.

If this is your first time logging in, you will have another window pop up. Make sure the email is the correct one you want to use for this account. It is where your temporary password will be sent in the case of a forgotten password or a password reset. You will then be asked a security question. This will also be used for password resets, so chose something you will remember AND remember the answer to. Put the answer in twice. Do not copy and paste.

At any time, you can review the details of your account. Click on the student’s name in the top righthand corner, then click on “set preferences”. Choose the “security” top tab.

Here you can change the email address you use for this portal. If you care to, you can change the security question and your password. If you change your password here, you will still need to follow the criteria set out by the system.

If you have been on the portal before and now your password doesn’t seem to work, please communicate with your child or parent. We noticed that there were occasions where a parent asked for a reset and then the student was not able to log on, so would then ask for another password reset.