Logging In & Passwords

This is the link to log in: https://www.myeducation.gov.bc.ca/aspen/logon.do

Your login ID and password are printed on your course selection sheet. Both login ID and password are case sensitive.

NOTE: You have 5 attempts before you are locked out. Click on the **I forgot my password** on the login screen to reset.

**NOTE:** If MyEd shuts down for any reason, simply launch your browser again and log back in.

If this is your first login, you will be prompted to change your password.
1. Type old password.
2. Enter a new password that is MINIMUM 8 characters (at least one cap and one lowercase letter AND one symbol that isn't a letter or number)
3. Confirm new password.
4. Click **OK** to confirm changes.
   Note: Passwords are required to change every 90 days.

Set Preferences

Go to **Set Preferences** in the right-hand corner of the window.
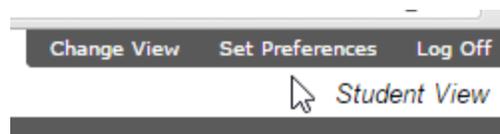
1. **Primary email**. Click **Security** tab. This is where you can enter or change your primary email address. It is not necessary to enter an alternate email.

2. Choose a security question. Ensure it is an answer you will remember.
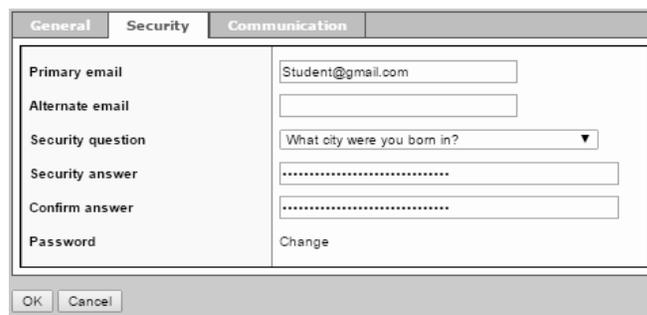
3. Change the **Default locale** on the **General** tab to **Canada.**
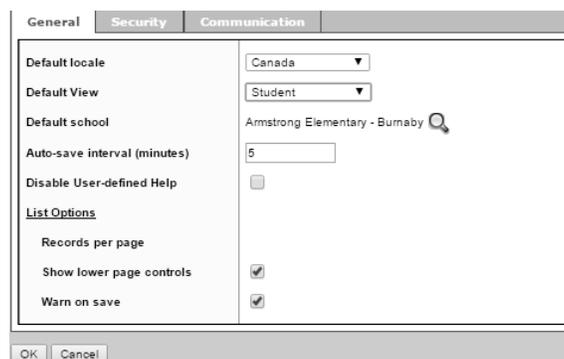
Entering your Course Selection

4. At the top of the screen, select the **MyInfo** tab.
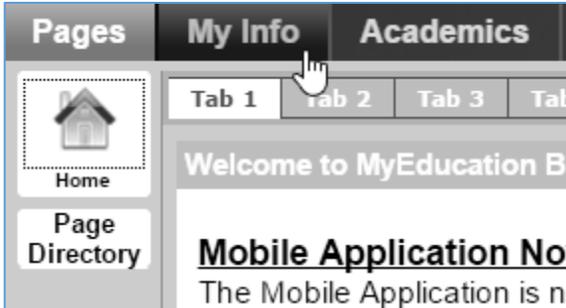
5. At the left side of the screen, select **Requests.**
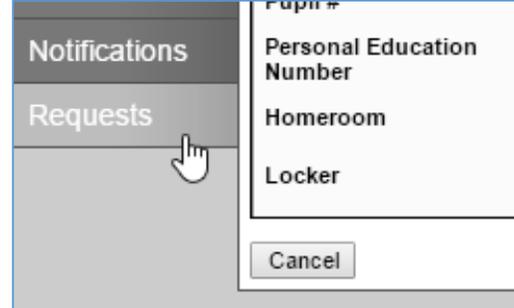
6. On the **Primary Requests** screen, select the Department to see the courses available to you.
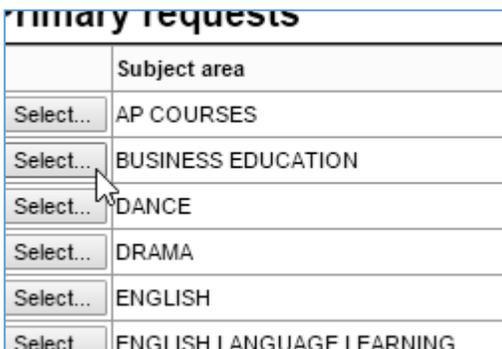
> Click here to move to the next screen if you don't see the course(s) you are looking for

7. Select any courses that you wish to take from that department. Click on OK when you are done selecting all ~~of~~ your selections from that department.
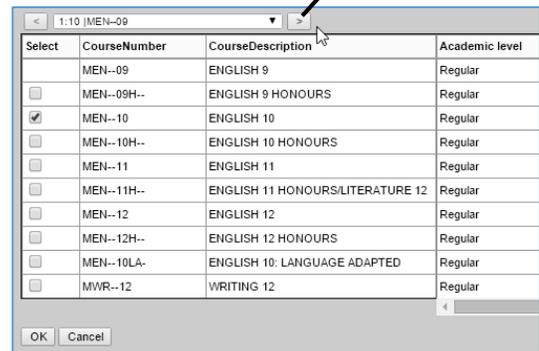
8. Use this area to write a note to your counsellor if necessary:

9. You must click on **Post** to save and finish!