



SCHOOL DISTRICT 5

SOUTHEAST KOOTENAY

When attempting to log into MyEducation BC, the number of invalid attempts **allowed is five (5)**. Stop trying different passwords on the fourth (4) attempt.

To reset your password, click on [I forgot my password](#)

The screenshot shows the login interface for MyEducation BC Prod 5. At the top, the title "MyEducation BC Prod 5" is displayed. Below the title, there are two input fields: "Login ID" and "Password". To the right of the "Password" field, there is a blue link that says "I forgot my password". At the bottom left, there is a "Log On" button. At the bottom center, there is a house icon with the text "Click here" below it.

In School District 5, our **Login ID** is sd5-firstinitiallastname

The **Primary email** address is the email address that was used by the school to set up your account.

The screenshot shows the "Password Reset" page. At the top, the title "Password Reset" is displayed. Below the title, there are two input fields: "Login ID" and "Primary email". The "Login ID" field contains the text "sd5-firstinitiallastname". The "Primary email" field contains the text "type your email address here". At the bottom left, there are two buttons: "Continue" and "Cancel". At the bottom center, there is a house icon with the text "Click here to go to the next step" below it.


Your security question will appear at the bottom of the dialogue box (please note that the number of characters displayed does not indicate the number of characters in your answer).

Answer your security question

What city were you born in?

●●●●●●●●

Click here when finished



If you answered the security question correctly a green pop up will appear saying you were successful in resetting your password.

Note: be patient, the email doesn't immediately arrive.

Open your email and find the email from sysadmin@myeducation.gov.bc.ca

From: sysadmin@myeducation.gov.bc.ca

To:

Subject: Reset MyEducation BC Password Last

name, First name,

This email has been sent because a request to reset your password has been made on Sun Oct 25 12:40:01 PDT 2020. Your temporary password is displayed below. You will be prompted to set a new password the next time you log in.

Username: sd5-firstinitiallastname (i.e. sd5-jdoe)

Password: a computer generated password

If you did not authorize this action, please contact your school office.

Sincerely,

MyEducation BC System Administrator BC

Log in to MyEducation BC

Login ID
type your sd5-firstinitiallastname here

Password
type or paste temporary computer generated password

[I forgot my password](#)

Log On

A new Pop Up screen will appear:

Paste the temporary computer-generated password again.

Enter a new password.

Password Requirements

- Minimum 8 characters
- At least one number
- At least one capital and lowercase letter
- At least one symbol that is not a letter or number
- Cannot contain password, login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers.

Enter the new password again.

Click OK.

Security Preferences:

Please remember to set your security preferences to something you will remember!

Set Preferences - Google Chrome

Secure | https://www.myeducation.gov.bc.ca/aspern/userPrefe...

General Security Communication

Primary email: firstname.lastname@sd5.bc.ca

Alternate email: [empty]

Security question: What city were you born in?

Security answer: [masked]

Confirm answer: [masked]

Password: Change

OK Cancel

Please note the number of asterisks (*****) is not equivalent to the number of characters in your security answer.

Password Requirements

Your password has expired. Please create a new one.

OK

Current Password: paste temp password here

New Password: enter new password

Confirm New Password: re-enter new password

OK Cancel