

## Checking schedules in MyEd

Students and parents will be able to check the Semester 2 schedule starting **Monday, Jan 30<sup>th</sup>**. To access schedule follow the steps below (NOTE: directions below are for the computer version of MyEd and not the mobile version)

### Parents

1. Login to MyEd <https://myeducation.gov.bc.ca/aspen/logon.do>  
(Note: if you have not accessed MyEd in the past 3 months, you will be prompted to create a new password)
2. Click on the **Family** top tab
3. Click on the *blue hyperlink* for a particular student
4. Click on the '**Schedule**' side tab (NOTE: in February, we will have student select their courses for next year via the Schedule > Requests module)

The Schedule function will be available on **Monday, January 30<sup>th</sup>**.

### Students

1. Login to MyEd; username = *pupil#nv* (Pupil numbers are located on your student ID card; your MyEd username is not your school system username)
2. You will likely need to reset your password or do a password recovery if you have not accessed MyEd since the fall. If you have never accessed MyEd, you will need to come by the office to get your temporary, one-time use password for office staff.
  - a. Click on the "**I forgot my password**" link on the sign in page
  - b. Enter your username (as above) and primary email. Your primary email is likely your school email ([#####s@sd44.ca](mailto:#####s@sd44.ca)) unless you changed it when you entered MyEd last year during course selection.
  - c. Answer your recovery question that you set last time you were in MyEd.
  - d. A temporary, one-time use password will be sent to your school email. You can access your school email via the office365 suite on the school portal
  - e. If you are unable to reset your password, you will need to come by the office and request a temporary reset. Your temporary, one-time use password will be sent to your school email and will consist of a pattern of 4 letters-3 numbers-4 letters
  - f. Go to MyEd, enter the temporary password – you will see an expired password message and pop-up box; enter your temporary password again and then create your own password....your password must meet the same standards as your school portal password.
3. Once you are in MyEd, click on the '**Schedule**' side tab (NOTE: in February, you will select your courses for next year via the Schedule > Requests module)
4. In two weeks time, your Semester 1 report card will be published to MyEd and will be viewable as a pdf in the 'published reports' frame on the MyEd homepage.