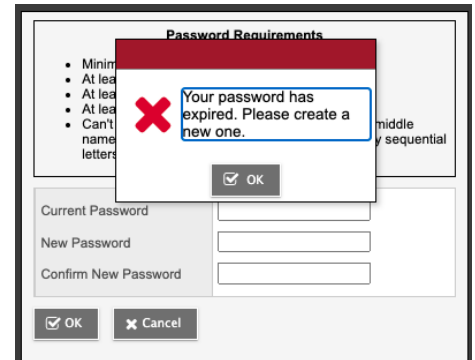# Accessing your MyEd Portal

You need to access MyEd to check your schedule, access your report cards, choose courses for next year, etc.

1. Go to: www.myeducation.gov.bc.ca/aspen

2. Your MyEd User ID is your pupil # followed by 'nv' such as **12345678nv**

   (your pupil number is on your go-card; *not to be confused with your PEN (which is used for the Ministry of Education and transcripts etc.) or your portal ID that you use for MS Teams etc.*)

3. When you enter your MyEd User ID and Temporary password you will get the "**Your password has expired** " pop-up......do not worry; that is what is expected!
   a. Enter your temporary password once again
   b. Create your own, new password following the parameters
      i. 8 – 14 characters
      ii. At least one upper case and one lower case letter
      iii. At least one number
      iv. At least one symbol such as # or $
      v. Can't contain any part of your name
   c. Once in, if this is your first time into MyEd, you will be prompted to choose a *security question* and *answer*. Be thoughtful how you respond so you remember your answer for future password recoveries:

4. If you ever forgot your password

   a. Click on "*I forgot my password*"
   b. Enter in your User ID as above ie. 12345678nv
   c. Enter in your SD44 email address (such as you use for accessing MS Teams. Ie. 345654s@sd44.ca
   d. Answer your security question (yes, the one you set when you initialized your account)
   e. A one-time use, temporary password will be sent to your school district email as above.
   f. You can access your school email from Office365 on the portal
      i. Login to Argyle > NVSD portal
      ii. Click on the 'waffle' in the upper left part of the portal banner
      iii. Look for Office365
      iv. Choose Outlook email

Checking your schedule in MyEd

If you cannot recall your password, you will need to do a password reset; see bottom.

NOTE: if you are using a mobile device click on '***View Full Site***" from the options.

1. Log in to MyEd
2. Click on the "***My Info***" tab

3. Click on the "***Current Schedule***" side tab

4. Click on "***List View***"

5. You will now see a list of your courses. Click on the '***Schedule***'
   column header to sort in order of Period. Semester 2 courses are
   Periods 05, 06, 07 and 08.

Term	Schedule
S1	Period 01(Day 1)
S1	Period 02(Day 1)
S1	Period 03(Day 1)
S1	Period 04(Day 1)
S2	Period 05(Day 1)
S2	Period 06(Day 1)
S2	Period 07(Day 1)
S2	Period 08(Day 1)