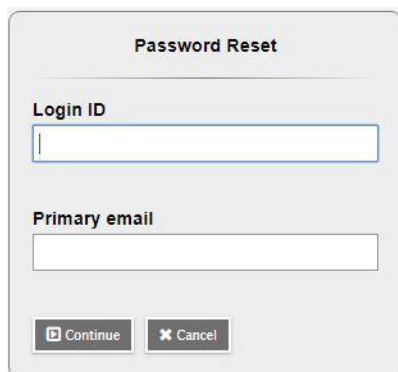


## INSTRUCTIONS ON HOW TO LOG ON TO MYED BC

1. Log on to MyEd BC <https://www.myeducation.gov.bc.ca/aspen/> Link is also located on the Yale website under Course Planning.
2. Log in ID: This is your student number. (the one on your ID card)
3. Use the Password you used the last time you logged on

**First time logging on?** You must email [Yalerecords@abbyschools.ca](mailto:Yalerecords@abbyschools.ca) and ask for a temporary password. (Do not phone, as we need your email address to assign you a password.) You will then receive an email with your new temporary password. As soon as you log in, you will be required to reset your password. Use this same temporary password as the “current password”, then submit and new password twice, using the criteria the program gives you.

**Forgot your password?** Enter your User Name (student number) and click on the “Forgot Password” link. A new box will pop up that looks like this:



The image shows a web form titled "Password Reset". It contains two text input fields: "Login ID" and "Primary email". Below these fields are two buttons: "Continue" and "Cancel".

You must enter the email address that is associated with your account. Once you have done this, you will get another new pop up with the security question you chose when you set up your account. You must answer with the same answer you supplied before.

\* If this does not work, then you must email [Yalerecords@abbyschools.ca](mailto:Yalerecords@abbyschools.ca) and ask for a temporary password. (Do not phone, as we need your email address to assign you a password.) You will then receive an email with your new temporary password. As soon as you log in, you will be required to reset your password. Use this same temporary password as the “current password”, then submit and new password twice, using the criteria the program shows you.

Once logged on, you will be able to:

1. view your timetable
2. do your course planning
3. view basic demographic information
4. see attendance for your classes
5. view your marks, and report cards (when they are available)

Information on each of these things can be found on the Yale website under “Student Portal”.