



Resetting Your MyEducation BC Password

1. When attempting to log into MyEducation BC, the number of invalid attempts allowed is 5. Stop trying different passwords on the fourth attempt.
2. To reset your password, click on **I forgot my password**

The screenshot shows the login interface for MyEducation BC Prod 5. It features two input fields: 'Login ID' and 'Password'. Below the password field is a blue link that reads 'I forgot my password'. At the bottom left is a 'Log On' button, and at the bottom center is a house icon with the text 'Click here' below it.

3. In school district #73, our username and email address are the same value

The screenshot shows the 'Password Reset' page. It has two input fields, both containing the placeholder text 'type your email address here'. The first field is labeled 'Login ID' and the second is labeled 'Primary email'. At the bottom are 'Continue' and 'Cancel' buttons. Below the buttons is a house icon with the text 'Click here to go to the next step' below it.



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4. Your security question will appear at the bottom of the dialogue box

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.

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

From: sysadmin@myeducation.gov.bc.ca
To: your email address
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 2015. Your temporary password is displayed below. You will be prompted to set a new password the next time you log in.

Username: your email address
Password: a computer generated password

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

Sincerely,

MyEducation BC System Administrator
BC



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6. Log in to MyEducation BC

Login ID
type your email address here

Password
type the computer generated password here

[I forgot my password](#)

Log On  click here when finished

7. Change your password. Note: you cannot recycle an old password, it must be NEW.

Password Requirements

- Minim
- At lea
- At lea
- At lea
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

 Your password has expired. Please create a new one.

OK

Current Password	type in computer generated password
New Password	type in NEW password
Confirm New Password	copy it again

OK Cancel

Note: the NEW password must be different than PREVIOUS passwords