



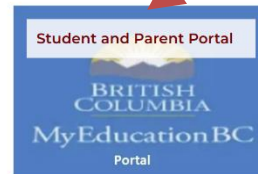
Before you begin: You were emailed a temporary Login ID and password. You will need both to login. Your username/Login Id will be: fam23firstname.last name. Your password is generated and is a temporary password. Note: Cell phones do not always work. Please use a desktop or laptop if possible.

Accessing MyEducation BC:

Please visit the CMS website.

Click on this icon, at the bottom of our website.

www.cms.sd23.bc.ca



Login:

You will need your Login ID/username

If this is your **first time** logging in, you were emailed a temporary Login ID and password. You will need this to Log on. Enter your Login ID and Password and then click Log On.

Note: The login ID/username and password are **CASE sensitive**.

If you have already logged into MyEducation BC, you do not need to create another account. Enter your Login ID and Password.

If you have any difficulties, please come to the Office or send an email to the email address on the bottom of this sheet. We are here to support.

Your login is the same as your username.

Password:

The **first time** you login, MyEducation BC will request that you change your password.

Enter your temporary password (the one that was emailed) into the current password field, enter a new password following the **PASSWORD REQUIREMENTS** in New Password and Confirm New Password. Try to choose a password that you will remember or please write it down in a safe place.

Note: An error message will appear if you have not used the password requirements listed to create a new password.

If you have had your password reset by the office, you will do this step. Your current password is the password that was emailed to you.

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers



Security Preferences:

After creating your password you will be prompted to confirm your email address and enter your Security Preferences by choosing a security question and answer.

You only need to do this step the first time you log into MyEducation BC.

The screenshot shows the 'Security' tab of the user preferences page. It includes fields for Primary email, Alternate email, Google Docs email, Security question (a dropdown menu), Security answer, Confirm answer, and MyEducation BC Password. A red arrow points to the 'Security question' dropdown menu.

Find your child's Written Learning Updates (Report Cards):

When your child's Learning Update has been posted, you will find it under the **Published Reports Heading** (half way down on the right-hand side). It will not be there until we have posted them. You will be able to view it, download it, and print/share if you want.

Published Report Cards will remain on the system for a certain period of time. Published reports are only available for the Current School Year; it is recommended you download the report to your phone/computer.



If you have any troubles logging in, or you need a password reset:

Email:

cms@sd23.bc.ca

OR

Come to the Welcome Centre and we can help you!