
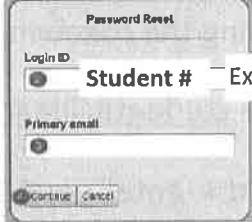
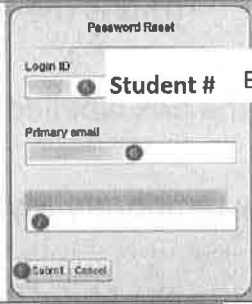
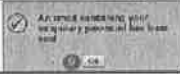





Resetting a Password or Enabling a Disabled Account

| | |
|---|--|
| <p>1. Click on the "I forgot my password" hyperlink</p> |  |
| <p>2. Enter your Student # Ex: 123456</p> <p>3. If you have previously set up an account then enter the email address you used</p> <p>If you have NEVER logged into the portal to setup your account and have been locked out use: student#@vsbworld.onmicrosoft.com Ex: 123456@vsbworld.onmicrosoft.com</p> <p>4. Click on Continue button</p> <p>5. Confirm your Student # Ex: 123456</p> <p>6. Confirm your Primary email (same email used in Step 3)</p> <p>7. Enter the answer to your security question</p> <p>8. Click on the Submit button</p> |   |
| <p>9. Click the OK button in the confirmation dialog box</p> |  |
| <p>10. An email sent from sysadmin@myeducation.gov.bc.ca will be sent to your MyEd BC Primary email address.</p> <p>11. Use the temporary password provided to log in to the portal.</p> |  <p>This email has been sent because a request to reset your password has been made on [redacted]. Your temporary password is displayed below. You will be prompted to set a new password the next time you log in.</p> <p>Username: [redacted]</p> <p>Password: [redacted]</p> <p>If you did not authorize this action, please contact your school office.</p> <p>Sincerely, My Education System Administrator BC</p> |

Turn page over for instructions on how to access the email where password sent (page 2)

Instructions on How to Access Email Where Temporary Password Was Sent

1. Open a browser
2. Type in the following URL: govsb.ca/o365login
3. Log in using the following:
User ID = student#@learn.vsb.bc.ca (Example: 123456@learn.vsb.bc.ca)
Password = enter your usual VSB password
(this is the password you use to log into computers at school)
4. Click on the box labelled **“Mail”**
5. Your new temporary MyEd BC Portal Password should be in your **“Mail”**
6. Go back into the MyEd BC website:
<https://www.myeducation.gov.bc.ca/aspen/logon.do>
7. Enter your new temporary password and then change the password to one that you will remember! Remember the Password Requirements:
 - Minimum length is 8 characters
 - Contain at least one number
 - Contain at least one capital and lowercase letter
 - Contain at least one symbol that isn't a letter or number
 - Cannot use: password, login name, first name, middle name, last name, date of birth, personal id, or any sequential letters or numbers
8. You should also change your email to one that you use more readily.
You can do this by clicking on your name in the upper right hand corner of the page.