

My Education BC – Logging In

Logging in and Setting Preferences:

1. Open an Internet Browser (ex. Google Chrome) and go to the SD71 website: <http://www.sd71.bc.ca>
2. Click on Utility Links in the upper left corner and then click on MyEducation BC or scroll down to the bottom and click on MyEducation BC. Use the Username and Password provided to log in.
3. Click on your name in the top right corner and then click on **Set Preferences:**

The screenshot shows the 'Set Preferences' dialog box with the 'General' tab selected. The fields and their values are: Default locale: Canada; Default View: District; Default school: Georges P Vanier Secondary; Auto-save interval (minutes): 5; Disable User-defined Help: unchecked; Records per page: 25; Show lower page controls: checked; Warn on save: checked. There are OK and Cancel buttons at the bottom.

Set this to **Canada**.

Not recommended to disable this.

Change this to suit your needs. You may wish to see a whole class at once.

If you have lots of records showing on your page you will want to enable this so you have controls at the bottom of the page.

4. Click on the **Security** tab:

This section must be completed if you would like the “**Forgot your password**” feature to work.

The screenshot shows the 'Set Preferences' dialog box with the 'Security' tab selected. The fields and their values are: Primary email: email.address@sd71.bc.ca; Alternate email: empty; Security question: What is your mother's maiden name?; Security answer: masked with dots; Confirm answer: masked with dots; Password: Change (link). There are OK and Cancel buttons at the bottom.

Complete the table. Please do not change your primary email address and do not add an alternate email address at this point. You must click on **Change** and add a new password if this is your first time in. Click to **View** requirements if you are unsure. You will need to change your password every 90 days. If the browser asks if you would like to save the password, please say “No”.

NOTE: WE STRONGLY RECOMMEND NOT USING THE BROWSER CONTROLS. PLEASE USE THE CONTROLS IN THE PROGRAM (BREADCRUMBS, TOP TABS... DO NOT USE THE “BACK” BUTTON).