

## Instructions for logging into MyEd and Viewing your Timetable

- 1) Visit the website: <https://www.myeducation.gov.bc.ca/aspen/logon.do>
- 2) Enter your Login ID which has been reset to your pupil number. This is the number on your student ID card.
- 3) Enter your password
- 4) Click on the Log On button

On the next screen you will

- 5) Re-enter your current password: Hawks34\$
- 6) Enter a new memorable password following the password requirements
- 7) Re-enter your password.
- 8) Click on OK

**IT IS ESSENTIAL THAT YOU REMEMBER YOUR PASSWORD. WRITE IT DOWN, PUT IT IN YOUR PHONE AND GIVE IT YOUR PARENTS.**

*At this point, you will be taken directly to your MyEd home screen, if so, skip to step 15. If not you are asked to reset your security questions, proceed to step 9*

On the next screen you will update your security preferences

- 9) Enter your learn34 email as your primary email address. **Use this email and only this email as the system will not function as it should with other email addresses.**
- 10) Click on the security question drop down menu
- 11) Click on a security question
- 12) Enter a memorable Security answer (case sensitive, minimum 4 characters)
- 13) Re enter the security answer
- 14) Click on the submit button

From your home screen in MyEd

- 15) Click on "My Info" at the top of the screen
- 16) Click on "Current Schedule" listed on the left.
- 17) From the "Time" drop down menu, select "S2"
- 18) From here you can, take a picture or print out a copy.

ALL STUDENTS SHOULD VIEW THEIR TIMETABLES IN MYED AS TEACHERS AND ROOM NUMBERS HAVE CHANGED SINCE SEPTEMBER.