

My Education BC – Logging In

Logging in and Setting Preferences:

1. Open an Internet Browser (ex. Google Chrome) and go to the SD71 website: <https://www.comoxvalleyschools.ca>
2. Click on MyEducation BC in the upper right corner. 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 are as follows:

Default locale	Canada
Default View	District
Default school	Georges P Vanier Secondary
Auto-save interval (minutes)	5
Disable User-defined Help	<input type="checkbox"/>
List Options	
Records per page	25
Show lower page controls	<input checked="" type="checkbox"/>
Warn on save	<input checked="" type="checkbox"/>

Buttons: OK, Cancel

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 are as follows:

Primary email	email.address@sd71.bc.ca
Alternate email	
Security question	What is your mother's maiden name?
Security answer
Confirm answer
Password	Change

Buttons: OK, Cancel

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 – E.G. the “Back” button. PLEASE USE THE CONTROLS IN THE PROGRAM (BREADCRUMBS, TOP TABS... DO NOT USE THE “BACK” BUTTON).