



## Helpful Tips

# WELLINGTON MYED BC PORTAL HELP

## FIRST TIME LOG IN

- ✓ Usernames and temporary passwords are sent out via automated email. Check junk mail folders and contact the school if you have not received it.
- ✓ Use a laptop or desktop computer for your initial log in. Cell phones may be used once your account is activated. They sometimes work for the first time log in but are not reliable.
- ✓ Access MyEd BC via the *Wellington Secondary* website at <https://we.schools.sd68.bc.ca/students-parents/myed-bc-family-portal/> **DO NOT** access it by doing an internet search for MyEd BC.
- ✓ Bookmark this page for easy access.

## USERNAME AND TEMPORARY PASSWORD

- ✓ Student usernames are **s68.studentnumber** For example: *s68.1122334*
- ✓ Parent/Guardian usernames are (almost always) **p68.firstname.lastname** For example: *p68.jane.doe*
- ✓ Enter your temporary password MANUALLY. **DO NOT** "Copy & Paste" it. This can cause an error.
- ✓ Successful entry of this password will open a box with a red **X** prompting you to change your password.

## CREATING YOUR NEW PASSWORD

- ✓ Your new password MUST CONTAIN:
  - Minimum 8 characters
  - At least one number
  - A capital and a lower case letter
  - A SYMBOL such as # or ! or \*
- ✓ Your new password MUST **NOT** CONTAIN:
  - First, middle or last name
  - Birthdate or personal ID information
  - Sequential letters/numbers
- ✓ Be sure to choose a security question and answer to enable password reset. This will allow you to use "Forgot my password" to recover forgotten passwords in the future.
- ✓ Keep it simple! For example (but please do not use this) **Nanaimo1!**
- ✓ Ten unsuccessful attempts will disable your account. Please contact the office to have it reset.

## THINGS TO TRY WHEN ALL ELSE FAILS!

- ✓ Clear your cache and enable pop ups
- ✓ Try a different web browser (Chrome, Firefox, Safari, etc)
- ✓ Email [WE-FamilyPortalQuestions@sd68.bc.ca](mailto:WE-FamilyPortalQuestions@sd68.bc.ca) or call 250-758-9191 and ask for Tanya Dean