

## Resetting a Password or **Enabling a Disabled Account**

1. Click on the "I forgot my password" hyperlink	Password  1 forgot my password  Log On
<ol> <li>Enter your MyEd BC Login ID</li> <li>Enter your Primary email for MyEd BC</li> <li>Click on the Continue button</li> </ol>	Pessword Reset  Login ID  Primary email  Continue Cancel
<ul> <li>5. Confirm your Login ID</li> <li>6. Confirm your Primary email</li> <li>7. Enter the answer to your security question</li> <li>8. Click on the Submit button</li> </ul>	Password Reset  Login ID  S  Primary email  S  Submit Cancel
9. Click the OK button in the confirmation dialog box	An email containing your temporary password has been sent
<ul><li>10. An email sent from sysadmin@myeducation.gov.bc.ca will be send to your MyEd BC Primary email address</li><li>11. Use the temporary password provided to log in to the portal.</li></ul>	Sysadmin@myeducation.gov.bc.ca  Reset MyEducation BC Password  This email has been sent because a request to reset your password has been made on . Your temporary password is displayed below. You will be prompted to set a new password the next time you log in.  Username: Password:  If you did not authorize this action, please contact your school office.  Sincerely,  MyEducation BC System Administrator BC