



University Hill Secondary School

Guide to School Technology 2024 - 2025

MyEducation BC

All students and parents have access to a MyEducation BC account (MyEd). This account will be used throughout the year for you and your parents/guardians to monitor attendance, check report cards and to check your schedule.

Go to: <https://www.myeducation.gov.bc.ca/aspen/logon.do>



Login ID: **Student #** Password: **The one you have created**
(Please share this password with your parents/guardians as this is a family account.)

For returning students:

Accounts will be reactivated September 1st and will be accessible by their last successful login ID and password. Carry on with your existing Student Number, Login ID and password. Should you forget your password, use the "I forgot my password" function. You will be prompted to reset your password. See below for further instructions.

For new students to UHill:

If you have never logged in to MyEd, **your first temporary password is Dist\$2025** (case sensitive) and use your student number as your login ID. Once you have entered MYED for the first time, follow the prompts to create a new password. **Note: Access to My Ed usually takes 1 to 2 days. However, sometimes it can take up to 5 days.**

Reset Password for My Education BC:

Should you forget your password, use the "I forgot my password" function. Enter your student number as the Login ID and the student email you provided the school (at registration or on your Student Information Verification form) as the Primary email. Click Continue and you will be prompted to answer a security question you originally set up when you created your MyEd account. Upon submitting your correct answer, an email with a temporary password will be sent to your student email.

My Education Account Disabled:

If your account is disabled, please see your grade administrator or a member of the office staff.

University Hill Website

Please visit the University Hill website regularly at: <https://www.vsb.bc.ca/schools/university-hill>

Note: The Monthly Community Newsletter can be found under "Newletters" under the "About Us" tab.



VSB Network & Office 365

Returning Students: In preparation we ask that students update their Microsoft Office 365 (TEAMS) accounts prior to the start of the school year as teachers use TEAMS for class and teacher communication. Please note that all student passwords for the VSB Network will be reset by the District on **September 3, 2024**. Returning students will be prompted to change their password, and all passwords can be reset at [VSB Student Account Password Reset](#) or see instructions on the reverse side/page 2.

New Students: Log in using the default temporary password: **student**

All Students:

For VSB Network log in use: student # and password

You will have access to Office 365 to use in your everyday learning, school assignments, presentations and to access your VSB email.

Here is how you can access Office 365:

- 1) Go to the University Hill Website (uhill-sec.vsb.bc.ca) and click on the "**Office 365**" link at the bottom of the website under "Useful Links". Or go to: <http://govsb.ca/o365login>
- 2) Type in your **VSB email address**. Which is "[your student number]@learn.vsb.bc.ca".
- 3) Click **Next**, you will be redirected to the VSB Office 365 login page.
- 4) Enter your **VSB password**. See instructions above for Returning and New Students.
The password is the same one that you have been using to access all other VSB services (ie: logging on to a school computer.) **(If you forgot your password, see the reverses side/page 2.)**
- 5) Click on the **Sign in** button.
- 6) You will be taken to the Office 365 Homepage.
- 7) Click on the app you would like to use online. If you don't see a particular app, you can also click on "Explore all your apps" to find them. Note: "Outlook" is your email app to access your @learn.vsb.bc.ca email.

LOGIN: Use your VSB student # (with no email extension)
Password: is the same as your password you use for your email

Instructions for resetting a PASSWORD for the following sites:

- Myblueprint
- Teams
- Office 365
- Network (access to secured wifi & to school computers)
- E-mail

Log into the following website: <https://studentpass.vsb.bc.ca/>

You will need your PEN (Personal Education Number), NOT your student number, and date of birth. See below. Note: You can find your PEN in MyEd. On your mobile device, display MyEd in full screen mode.



VSB Student Account Password Reset

Enter your PEN and Date of Birth below so we can find you:

PEN:*

Date Of Birth (YYYY/MM/DD):*

Clear

Submit

Click submit

The next page will allow you to set your own password (with conditions) or let the computer generate one for you.