



# University Hill Secondary School

## Guide to School Technology 2025 - 2026

### 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 on or by September 1<sup>st</sup> 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\$2026** (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.**

#### Trouble Logging In?

Should you forget your password - click on "Trouble logging in?" And then on the next screen you will have the option to:

English (Ca... ▼)

BRITISH COLUMBIA MyEducationBC

BC

Login ID

Password

[Trouble logging in?](#)

Log In

Request Account

OR

Log in with Another Provider

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#### **"Retrieve your Login ID"**

English (Ca... ▼)

BRITISH COLUMBIA MyEducationBC

BC

Provide an email address

Recover Login ID

Return to Login Page

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Enter the email you provided the school at registration or on your Student Information Verification form and following the instructions.

#### **or "Reset your password"**

English (Ca... ▼)

BRITISH COLUMBIA MyEducationBC

BC

Provide your Login ID

Recover Password

Return to Login Page

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Enter the student number as the Login ID and follow the instructions.


#### 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.



Office 365

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 **by the first day of school**. 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](http://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.

VSB Network / Library

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.

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