



Pleasant Valley Secondary School

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Dear PVSS Students and Families,

Student schedules have been posted to the Student Portal in MyEducationBC for you to review. Below are the instructions **for students** to access the Student Portal. Alternatively, there is another document with instructions with pictures attached to this email.

1. Access your school district student email. This is the email that we will use to send information to students from school. If you have logged into TEAMS, you already know this email, and your password is your regular school district password. You can access your email by following this link: <https://outlook.office.com/mail/inbox>.
2. If you are asked to enter an email in MyEducation BC, be sure to use your student email.
3. Look for an email from sysadmin@myeducation.gov.bc.ca with the subject "Reset MyEducation BC Password" to access username and temporary password. We are re-setting everyone's passwords because previously reset passwords have expired.
 - a. Username will be a unique MyEducation BC student number.
 - b. Password will be temporary – copy it exactly.
4. Go to the [Student Portal login page](#).
5. Login using your username and temporary password.
6. Create a new password, following the MyEd security requirements.
7. In the middle-right section of the screen, look for the header in green, "Published Reports" and click on the PDF icon to open your report card or student schedule.
8. If you have never logged in before, you will have to answer security questions.

Please note: the temporary password is only valid for 5 days, expiring July 14 at 2:00pm. If you miss this deadline, you will need to call the office for another password reset. The office will be closed until August 25.

All students may log into MyEducationBC. If students have not yet logged into MyEducationBC, they will have to set up their accounts with security questions. The email students should use is their school district email.

Sincerely,

Chelsea Prince, Principal

Patti Lemaire, Vice Principal