



Dear Parent/Guardian:

Most of you are now familiar with our online reporting process where you can view or print report cards, view and change student demographics and view student schedules using your login and password.

If you have already set your password, it remains unchanged. If you have not accessed MyEd in the past, please review the process for setting up the parent portal below:

Instruction to setup your parent portal:

1. Go to www.myeducation.gov.bc.ca/aspen
2. Login: *33parentfirstname_parentlastname* **ex: 33john_smith**
3. Password: Is whatever you have set - if you have not set your password request a password reset on our website <http://css.sd33.bc.ca/node/820>
4. Change your password using the "password requirements" listed on the screen.
5. You need to login on a lap top or desktop the first time prior to using a mobile device.

If you have any questions about your students' progress, please contact his or her teachers directly.

Sincerely

Brian Fehlauer
Principal