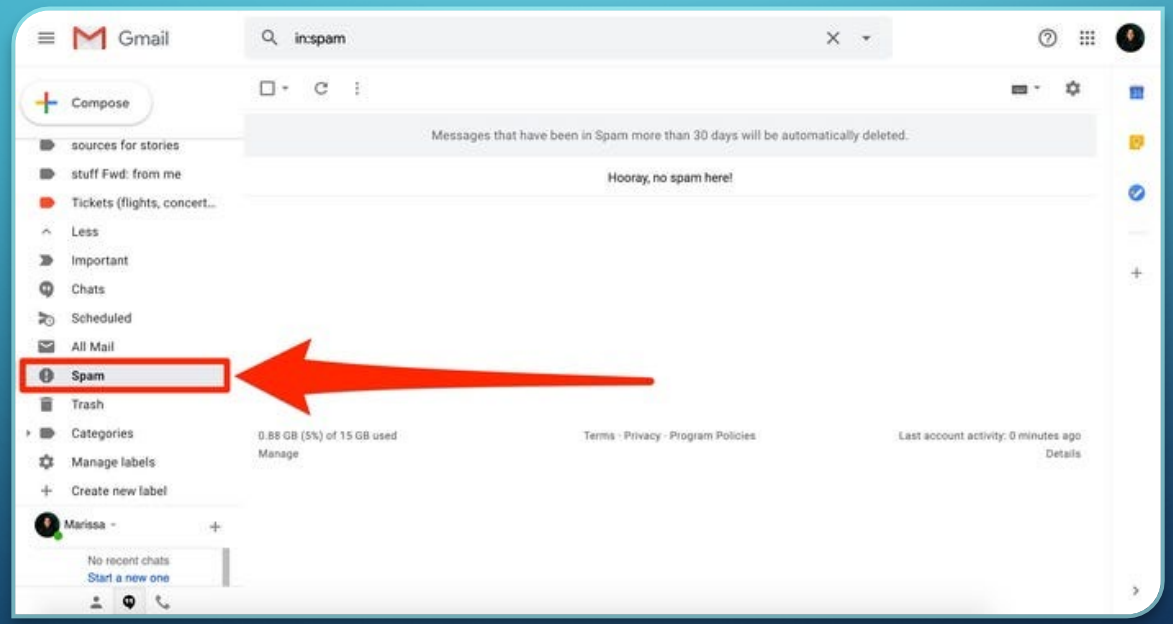
HOW TO SET UP MYEDBC

GETTING STARTED

- A login ID and temporary password will be given to you or sent to the email the school has for you
- Check your spam/junk email folder



FIRST TIME LOGGING IN

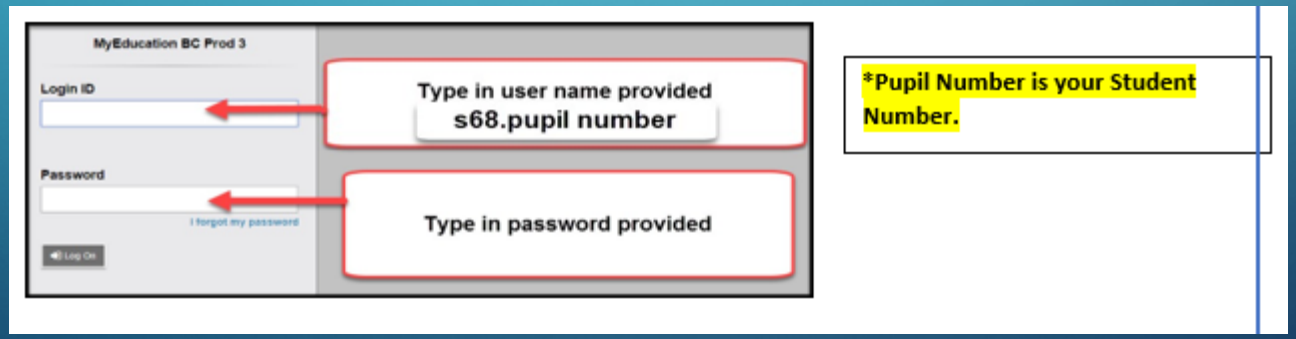
- Use a computer, not a cellphone
- A cellphone may be used after you have set up your account
- Once you enter your information, you will be told your password has expired
- You will be asked to choose a new password

KEY POINTS

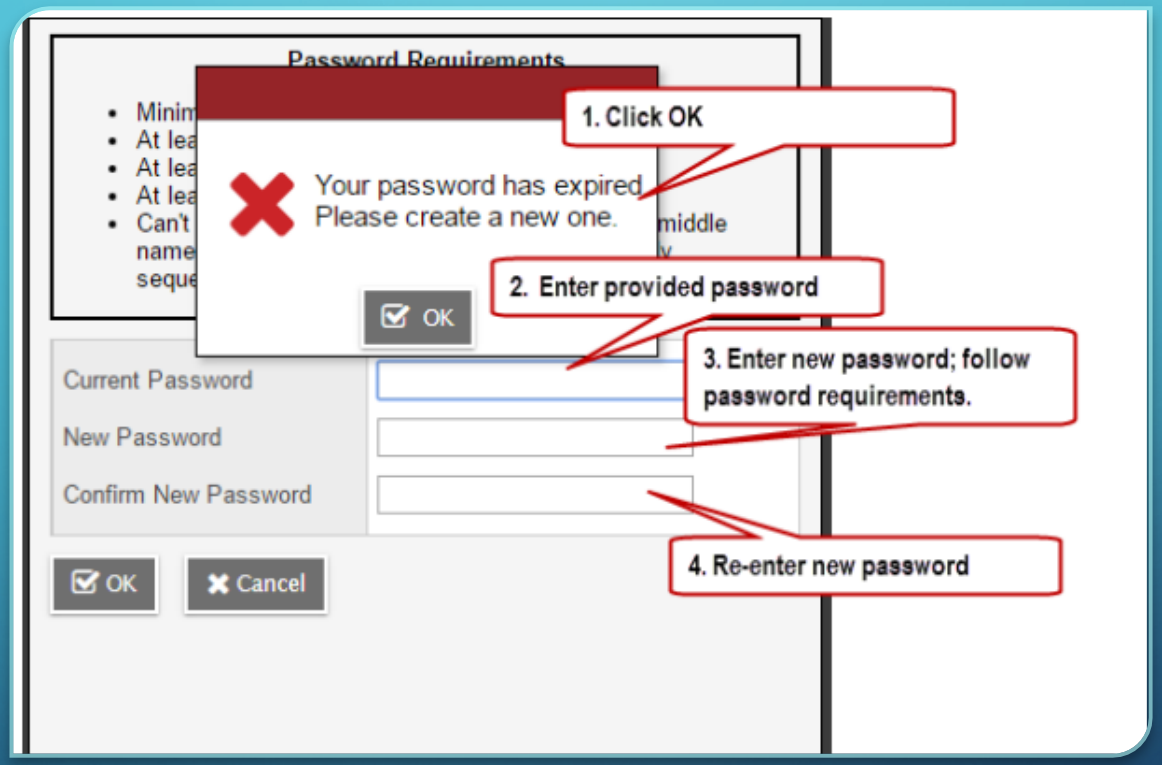
DO NOT	Do NOT do a google search
Go	Go to the Dover Bay website
Click on	Click on Quick Links (on the right of the menu bar)
Select	From the drop-down list, select My EDBC
Bookmark	When the login page opens, bookmark it for the future

LOGIN ID AND PASSWORD

- Your login ID will be s68.studentnumber (For example, s68.112233)
- Your password was sent to you
- Pay attention to whether it is a zero (0) or an O



- If entered correctly, a popup will open with a red X asking you to change your password



PICKING A NEW PASSWORD

Think of something you will easily remember

Try a favourite sport or hobby, and add a number and symbol like $

Remember to include at least one capital letter

Either save your password on your phone, write it down and take a picture, or email it to yourself

SECURITY QUESTIONS

- Set up your security question so you can reset your password
- Your answer will be case sensitive:

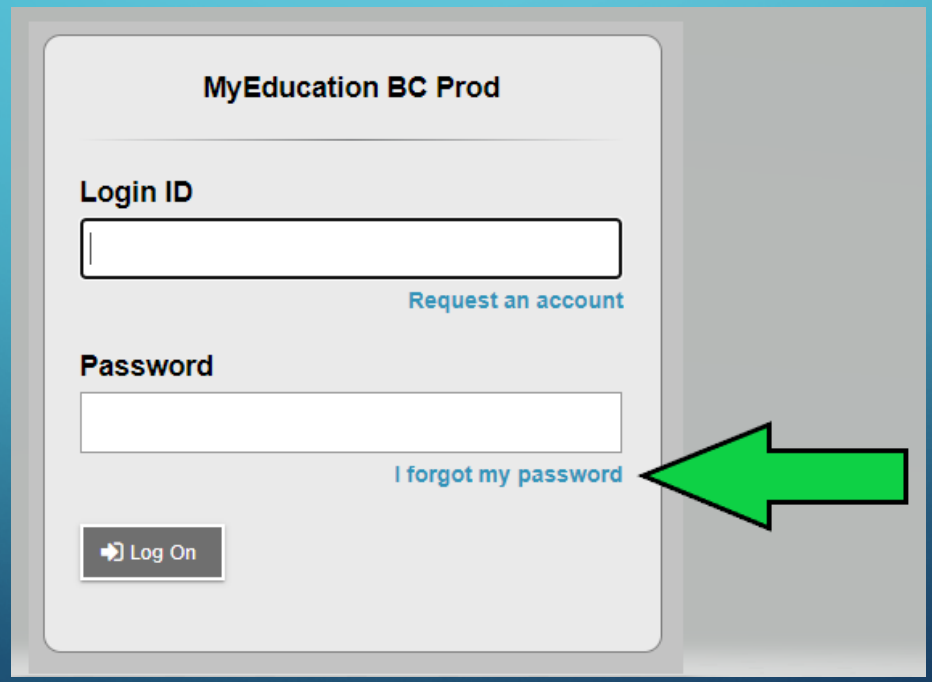
Edmonton is not the same as **e**dmonton

RESETTING YOUR PASSWORD

- You will need to reset your password if you:
  - Forget your password
  - Get the message that your account has been disabled

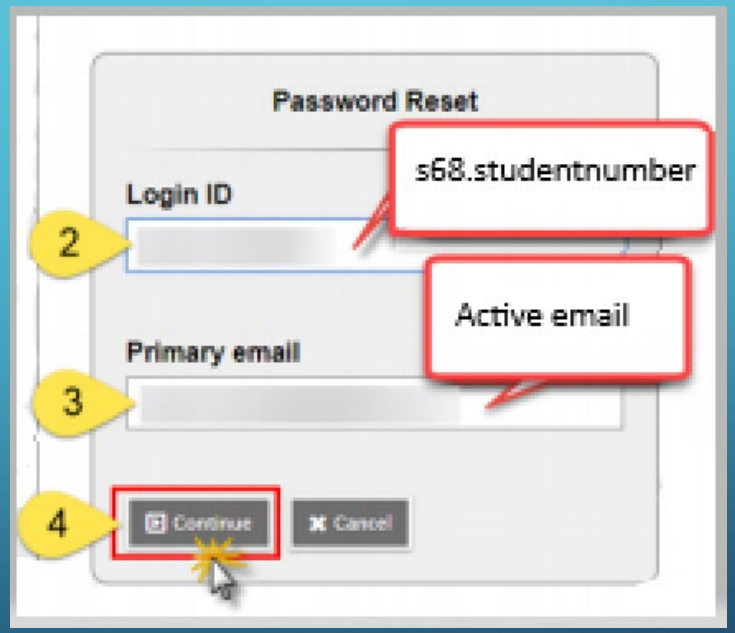
STEP 1

- On the login screen
  1. Click on the blue hyperlink, “I forgot my password”



STEP 2

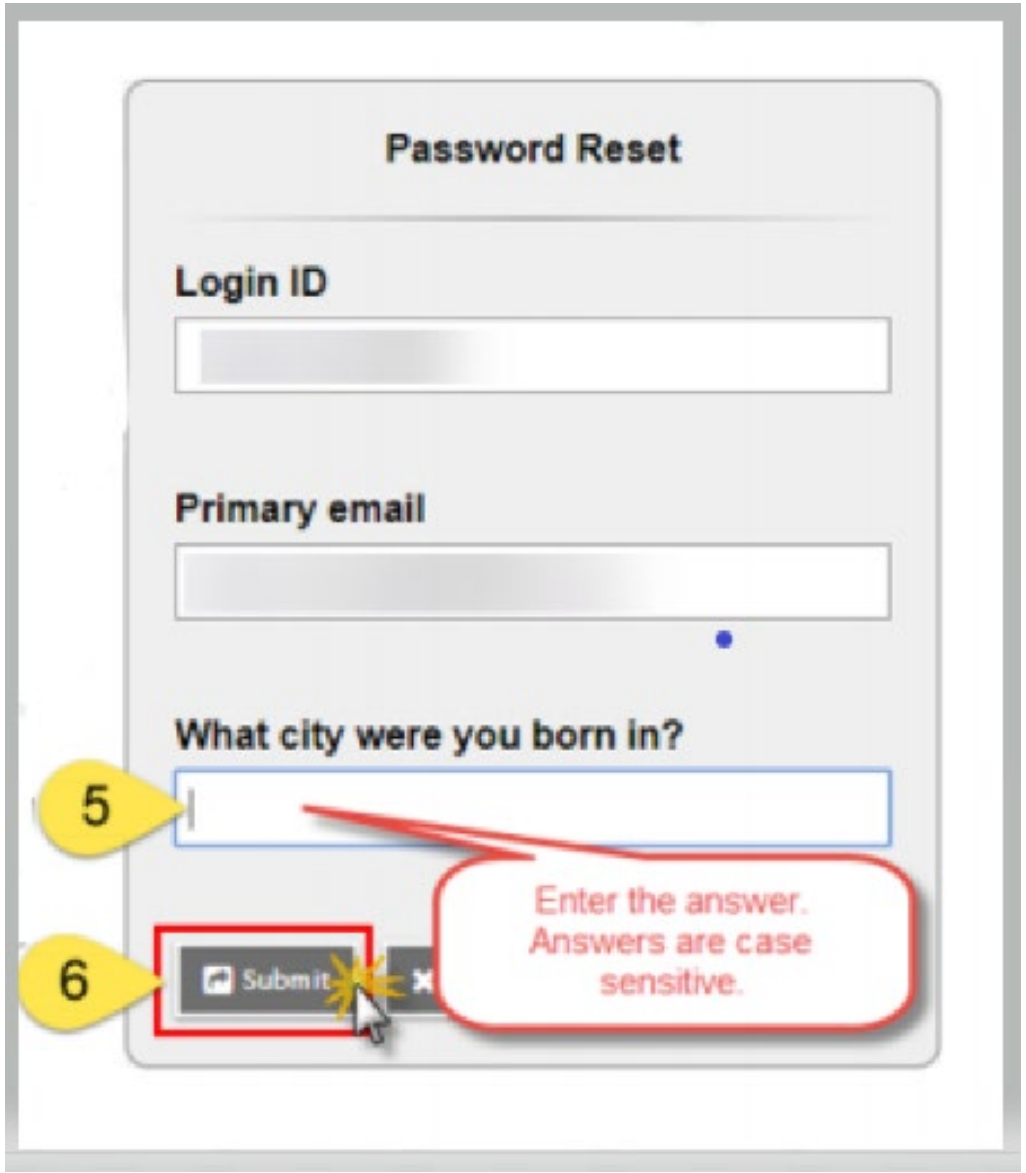
Enter your information



STEP 3

- Remember:

Edmonton is not the same as edmonton!

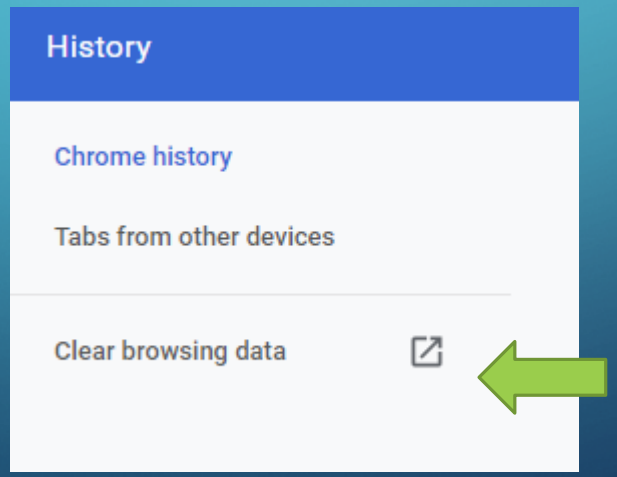


CHANGING YOUR SECURITY QUESTION

- You must be logged in
- Click on your name in the upper right-hand corner
- Select “Set preferences” from the list
- In the pop-up window, select the tab labelled “Security”
- Select a new question, and enter your answer

HAVING PROBLEMS?

- Clear your browsing history
  1. Hit CTRL + H
  2. On the left side, click on “Clear browsing data”



MORE TIPS

- Enable pop ups
- Type in your login ID and password instead of using copy and paste
- Use a different device or web browser
- Reset your password

IMPORTANT

- Your password will need to be reset about every 90 days
  - TIP: **Basketball$3** you can change to **Basketball$4**
- If you email for help, please include
  1. your first and last name
  2. your student number

FEATURES OF MYED

YOUR TIMETABLE

COURSE SELECTION

REPORT CARDS

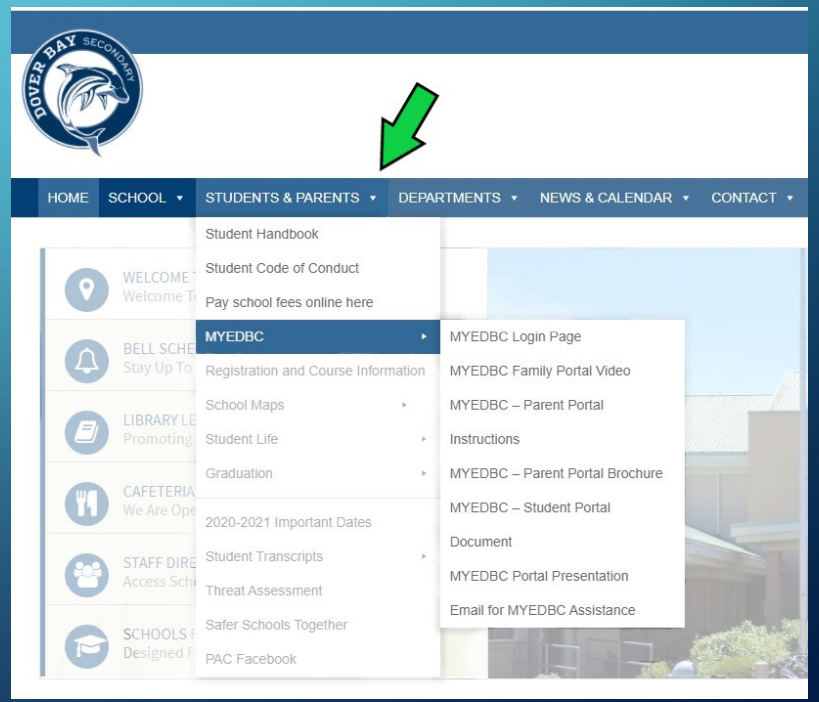
EMAIL LINKS FOR TEACHERS

ATTENDANCE

TO GET HELP:

You can find more information on the Dover Bay website

1. Click on “Students & Parents”
2. My EDBC
3. Select the video tutorial or a document



IF ALL ELSE FAILS

Click on the link at the bottom of the Dover Bay website

Dv-familyportalquestions@sd68.bc.ca

International students can email:

IF-familyportalquestions@sd68.bc.ca