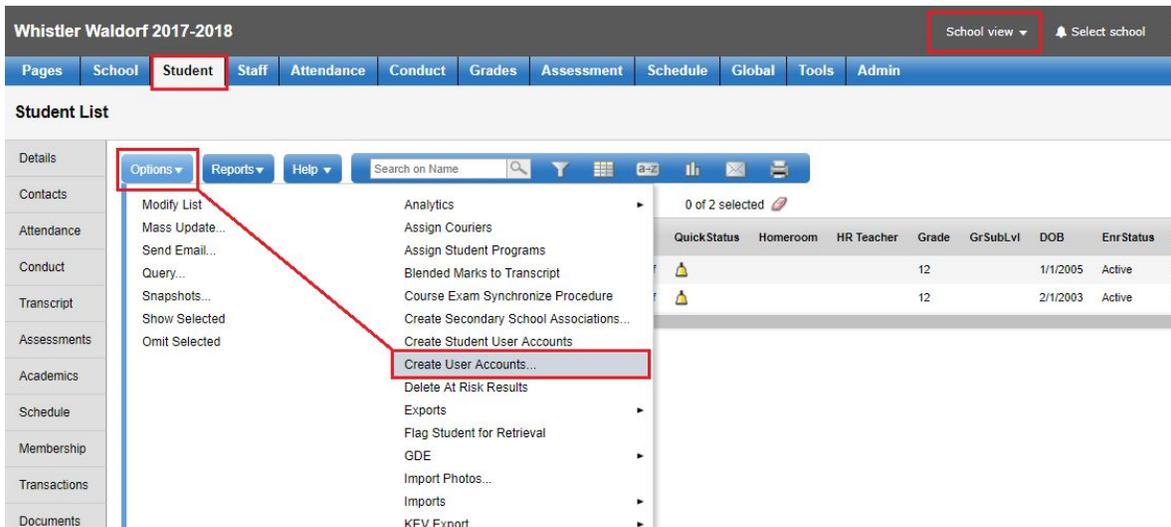


STUDENT USER ACCOUNTS

Student User Accounts are created through School view > Student top tab. You can select either individual students or a group of students up to and including all of them. Once you are displaying the correct number of students that you want to create accounts for, simply click the Options menu and select Create User Accounts



This brings up the Create User Account wizard:

a. **STEP 1:** Select Current Selection from the Records to include, followed by the Next button.



b. **STEP 2:** Fill out the Account Properties

- Login ID
 - ii. First Initial, Last Name
 - ii. Last Name, First Initial
 - iii. Custom expression and set the Expression to {person.email01} (please note these are curly brackets not round brackets that need to be included).
- Password choices:
 - i. Mnemonic (two 4-letter words with a 3-digit number in the middle, such as GONE987book). This will be assigned by the system and then can be given to the user.
 - ii. Numeric (a random number containing the specified number of digits). This will also be assigned by the system and then can be given to the user.
 - iii. Constant. This is a value that you enter yourself (ie Temp\$1234)

MyEducation BC: Create User Accounts - Google Chrome
 Secure | https://sdt.myeducation.gov.bc.ca/aspn/createUserAccounts1.do?validWizard=true

Create User Accounts: Account Properties Step 2 of 4

Login ID	First Initial, Last Name ▾
Password	Mnemonic ▾
Login Status	Enabled ▾
Account expiration date	8/10/2018
Password expiration date	1/12/2018
Allow access from	<input type="text"/>
Idle time before timeout	<input type="text"/>

c. **STEP 3:** Assign the Student Security Role.

Click the Add button and select Student from the pop-up Security Role Pick List.

MyEducation BC: Create User Accounts - Google Chrome
 Secure | https://sdt.myeducation.gov.bc.ca/aspn/createUserAccounts2.do?validWizard=true

Create User Accounts: Roles and Schools Step 3 of 4

Roles

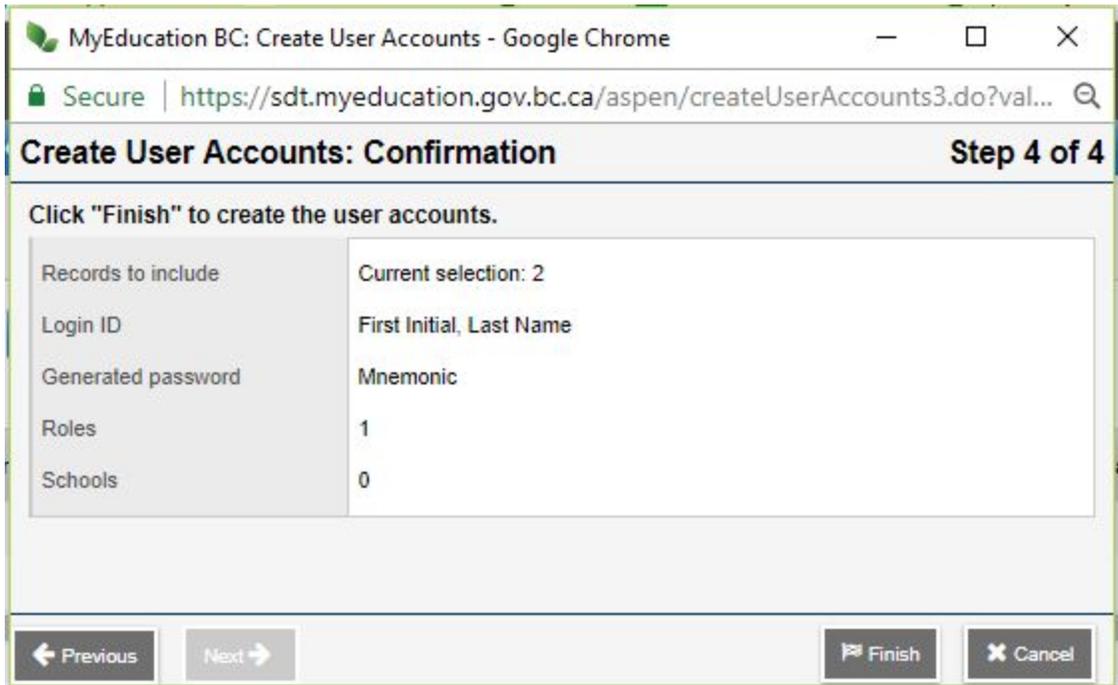
Security Role Pick List - Google Chrome
 Secure | https://sdt.myeducation.gov.bc.ca/aspn/userRolePickListAction.do?multi=tr...

1 of 6 selected

<input type="checkbox"/>	Name
<input type="checkbox"/>	1701 Designations
<input type="checkbox"/>	IB
<input type="checkbox"/>	Report Developer add-on
<input checked="" type="checkbox"/>	Student
<input type="checkbox"/>	Student - Course Selection ONLY - IN TESTING
<input type="checkbox"/>	Student - Student Self Assessment add-on

NOTE: the primary school for your users is pulled from the Student Record. Adding in schools in this step will be additional schools your student may also attend in your district.

c. STEP 4: Review your account preferences and confirm by clicking Finish.



```

https://sdt.myeducation.gov.bc.ca/aspen/temp/x2_7t
Secure | https://sdt.myeducation.gov.bc.ca/as
Results
=====
2 accounts were created
  
```

You can view the student user account login IDs by selecting the Fieldset 'Student User Accounts'. The Login column displays the student login ID and the GenPW column shows the student temporary password. When the student logs into their MyEducation BC account they will be prompted to update this password and when that's complete the field will appear blank.

Whistler Waldorf 2017-2018											
								School view	Select school		
Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Student List											
Details Options Reports Help Search on Name 0 of 2 selected											
Attendance	<input type="checkbox"/>	Name	Pupil #	PEN	School > Name	Grade	Email1	Login	GenPW	School > ID	
Conduct	<input checked="" type="checkbox"/>	Mouse, Kitty	2268762		Whistler Waldorf	12		kmouse	RELY136ster	4896700	
Transcript	<input checked="" type="checkbox"/>	Mouse, Mickey	2268763		Whistler Waldorf	12		mmouse	rash502PUNY	4896700	