

## **STUDENT NUMBER:**

The Student Number, also sometimes referred to as the “Pupil Number” is a 6 or 7 digit number that every student has. It follows them from school to school and district to district and will almost never change throughout their school career. It is the number that can be found on their school ID. It is the number that is used for the MyEd Log-on ID

## **PEN NUMBER:**

The PEN number (Personal Education Number) is a 9 digit number assigned to each student by the Ministry of Education when first entering the BC school system. Again, this number will follow the student around from school to school as long as they are attending Kindergarten – Grade 12 in BC. This number is on every report card the student receives and is on every transcript they get in their senior years at school.

This is the number that is used in the student’s “abbyschools” email account.

## **MYED BC:**

MyEd is the program where students can see their schedules, their demographic information, their attendance, their marks and their report card when it comes available at the end of each semester.

Students use their Student (Pupil) number as their log-in ID. Every student is assigned a “temporary password” which must be changed as soon as they log in the first time. From then on, the school cannot see the password. So, this password should be recorded somewhere safe and shared with parents.

***It only takes 3 failed attempts to disable a password.*** If a student asks for a password reset and receives one, then a parent tries to log in with the old password and makes 3 attempts, now the new password will be disabled. This is why we ask that only one person is responsible for asking for password resets and that there is communication between parents and students regarding the log-in credentials.

Parents: if you try to log in once and it fails, please communicate with your child to see if the password has been changed. This will eliminate a lot of disabling and resetting of passwords.

The student’s email address is only needed for MyEd when the student is trying to reset the password themselves by using the “forgot password” link. The email associated with the student’s MyEd portal is their “abbyschools” email.

In the beginning, we reset passwords at the request of the parent, or the student. The person logging in would often disable the password again, because they were not aware it had been reset, and the email address associated with MyEd continually changed depending on the last person asking for a reset. This is why we have had to insist that only the student can ask for a password, using their “abbyschools” email account and we request that they share that information with their parents.

## **ABBYSCHOOLS EMAIL ACCOUNTS:**

Every student has a new Abbyschools email account and address.

The Abbyschools email account is accessed by going to “office.com”. The student should put in their Abbyschools email address.

*Email addresses follow this format: first name last initial last 6 digits of your PEN number @abbyschools.ca – no spaces. For example: John Smith with the PEN 123456789 would read as johns456789@abbyschools.ca.  
The password is the student’s date of birth (MMDDYY).*

Here they will have access to a number of applications including their email and “Teams”, which is the program teachers are using this year instead of Google Classroom.

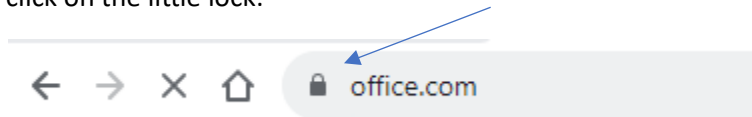
### **TEAMS:**

Once logged into Office.com, you can join TEAMS – the new google classroom.

Look for TEAMS on the far left side panel in the “ME” space. Next, click TEAMS again. It will ask you a few things or say “Get Started”. Next, wait for the code from your teacher OR you might also see your TEAM waiting for you to join – depending on how you have been invited to the TEAM.

Sometimes students are able to log into Office.com and their email, but don’t seem to be able to access “teams”. This usually means that their cookies need to be cleared.

In your search bar, click on the little lock:



Choose “cookies and site data”, then choose “manage cookies and site data”. Click on the little trash bin beside each cookie and site listed.