

Instructions for Accessing Student Schedules

Student Schedules Posted: **September 2, 2020**

You will go through the same steps you did when you completed your on-line course request form.

Step 1. Go to RSS website home page.

Step 2. Click on MyEd Portal Login

Step 3. Enter login: stu23firstname.lastname (all lower case) Example: stu23sam.jones

Step 4. All passwords have been reset again on Sept. 2/20. Enter the new temporary password that was emailed to you on Sept. 2/20. Please check your email.

Step 5. You will be prompted to create a new password. Create a password that you will remember. It must have the following criteria:

- ❑ Minimum length is 8
- ❑ At least one number, one capital and one lower case
- ❑ At least one symbol that isn't a letter or number
- ❑ Cannot contain the word "password", you login name, first name, your date of birth, personal id, or sequential letters or numbers

Step 7. You may be prompted to enter your email address. Enter your e-mail address.

Step 8. You may be prompted to enter a security question. If so, then enter the answer for security question.

Step 10. Confirm answer to security question.

You will then be on your MyEd main page and you will see your schedule posted under Published Reports on the right side of the page. Click to view your schedule.

If you are experiencing any difficulties please contact the school office at 250-870-5110.

**ALL COURSE CHANGE REQUESTS MUST BE
COMPLETED ON-LINE.**

**Please see the link located in the banner on the RSS website
or visit the RSS Counselling website.**