

Education Data Exchange: Account Activation and Onboarding

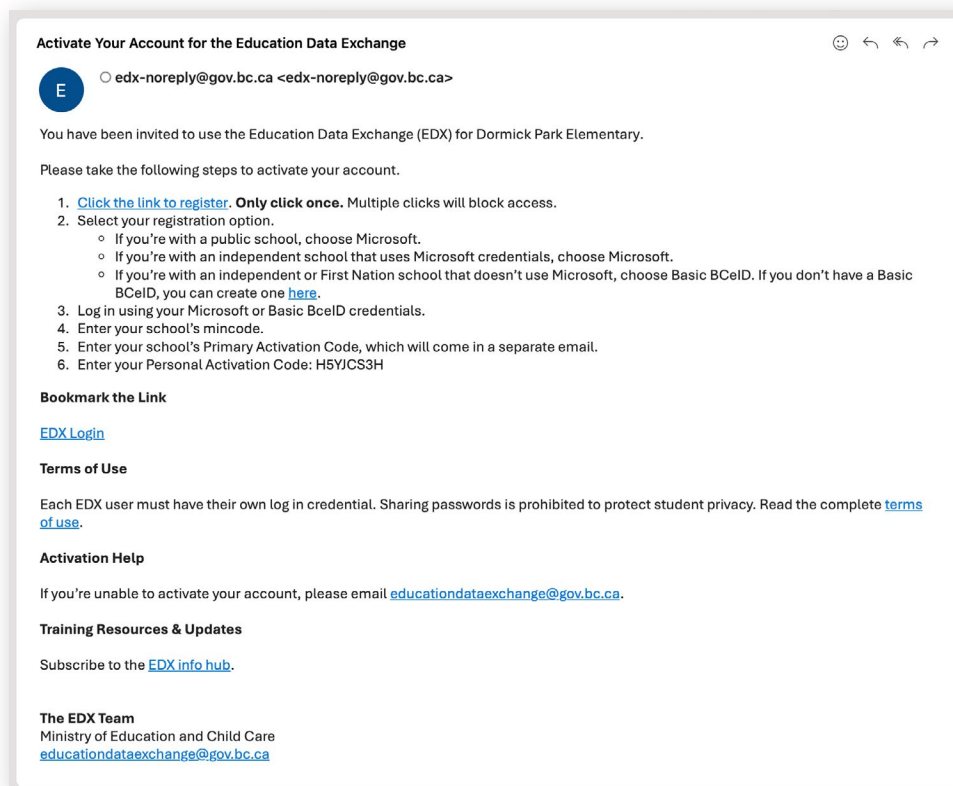
What you will need:

- Your school or district's mincode (3-characters for districts and 8-characters for schools. Mincodes can be found on the school and district [contact information site](#)).
- Your school's **Primary Activation Code** (which will be sent to your email by the school's account manager)
- Your 8-character **Personal Activation Code** (sent in an automated activation email; see below)

Account activation

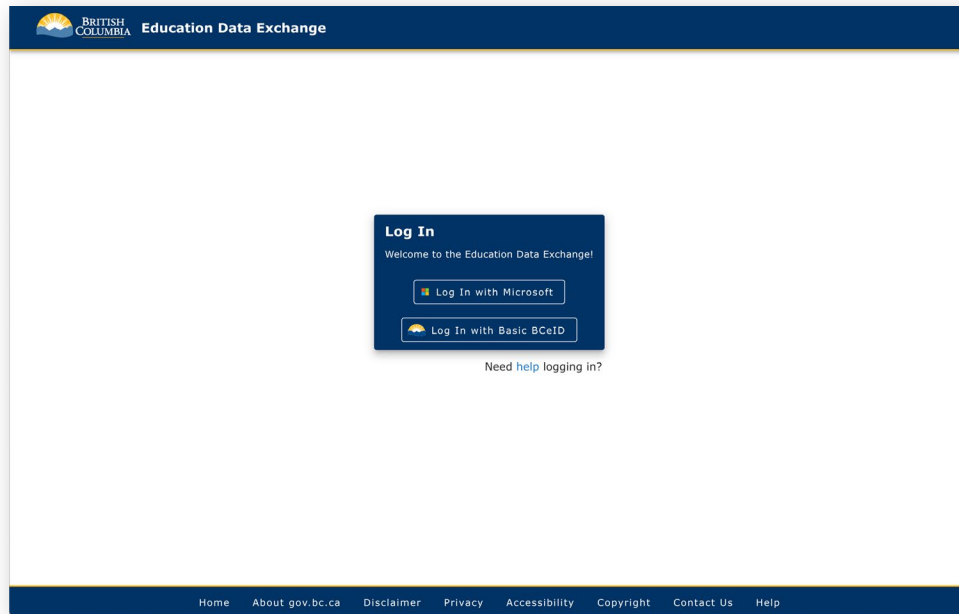
The first step to getting started with the Education Data Exchange (EDX) is to activate your account.

1. EDX users will receive an activation email in their inbox. This email contains the registration link (Step 1) and your Personal Activation Code (Step 6).

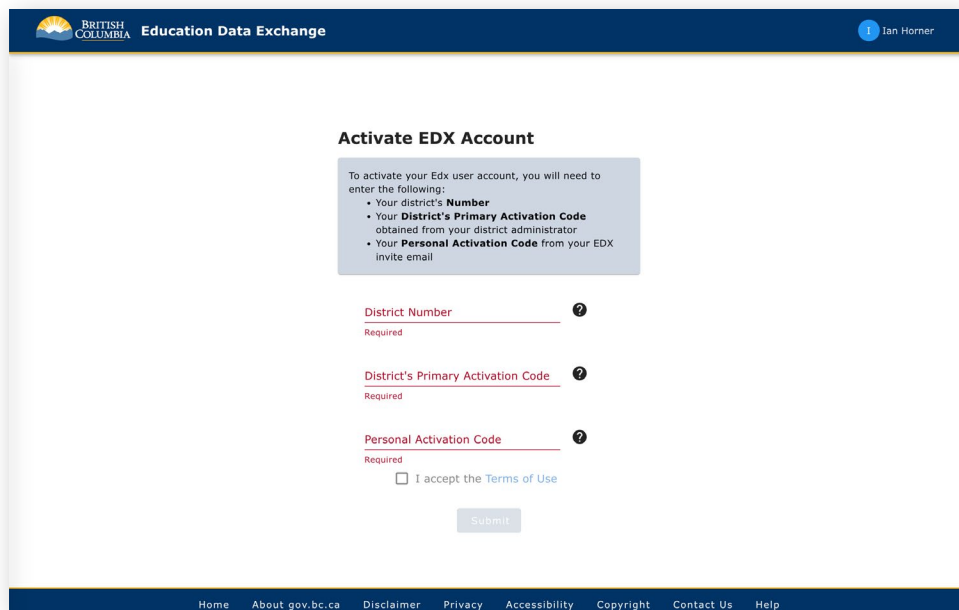


2. Select **Click the link to register** under Step 1.
3. To access EDX, you will need to use an existing Microsoft account or to create a Basic BCeID account. For public schools and districts, select **Microsoft**. For Independent, Offshore, and First Nations schools, select Basic BCeID if you do not use Microsoft.

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4. Once you have chosen your login method, you will be asked to enter your credentials to continue with the process. Select **Continue** to be directed to the activation page.

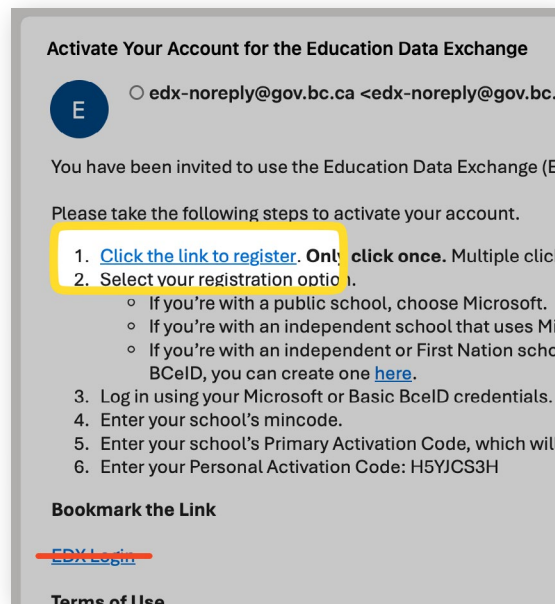


5. After filling in the relevant details and selecting the **Submit** button, you will see a green 'Success' notification and then you will be able to view your dashboard. Depending on what role is assigned to you in EDX, your dashboard may look different.

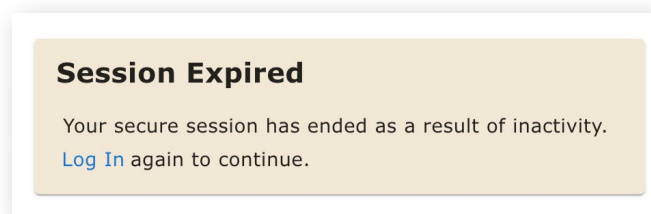
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EDX Account Activation Troubleshooting Tips

- Ensure there are no spaces added after the codes if you're copying and pasting, as this can cause issues.
- Make sure you are clicking on the "click the link to register" hyperlink and NOT the EDX Log In. Please see the image below:



- If you are getting a session expired error, **click on log in, close the browser and then try again.** Please see the image below:



- If you are still getting an error message, or are unable to log in, try starting the process again while using Private Browsing/Incognito mode in your browser. If you are unsure how to open Private Browsing/Incognito mode, please click one of the following links of your preferred browser: [Edge](#), [Chrome](#), [Firefox](#).
- If everything works and you're successfully onboarded, use <https://educationdataexchange.gov.bc.ca/login> to log in again, as the activation link will be invalid after use.