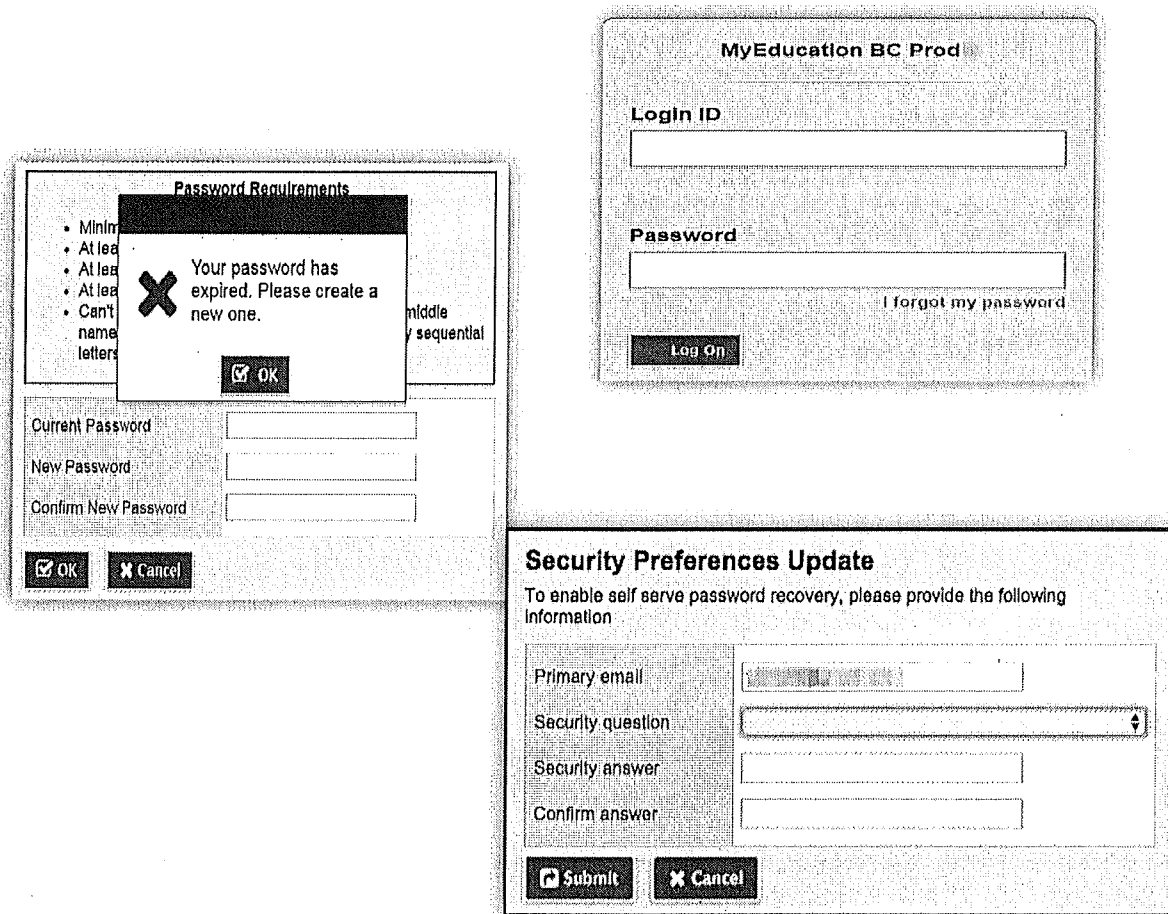## Logging In

A **Login ID** and a temporary **Password** will be provided to you by email when you activate your Parent Portal account. The email will come from 'sysadmin@myeducation.gov.bc.ca'. Enter or click on the hyperlink for MyEdBC Parent Portal: https://www.myeducation.gov.bc.ca/aspen/logon.do When you arrive at the home page you will see the log in window. Follow the directions below to complete the account activation:

- ☐ Enter your **Login ID** and temporary **Password**

- ☐ Click **Log On**

- ☐ You will be prompted to change your password. **'Current Password'** is the temporary Password you were provided. Enter a **'New Password'** and **'Confirm New Password'**. Password requirements are displayed behind the red warning message.

- ☐ You will be prompted to confirm your email address and enter your **Security Preferences** by choosing a security question and answer that you will remember. This will allow you to use the **'Forgot my Password'** function on the logon page, should you need to reset your password.
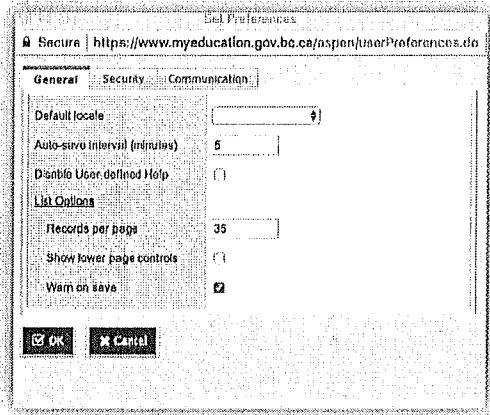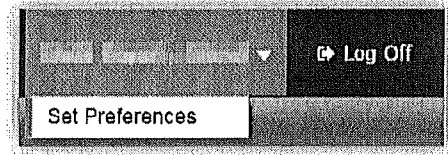
MyEducation BC Prod

Login ID

Password

I forgot my password

Log On

Password Requirements
- Minim
- At lea
- At lea
- At lea
- Can't
- name
- letters

✗ Your password has expired. Please create a new one.

middle
sequential

☑ OK

Current Password

New Password

Confirm New Password

☑ OK   ✗ Cancel

Security Preferences Update
To enable self serve password recovery, please provide the following information

Primary email

Security question

Security answer

Confirm answer

🔁 Submit   ✗ Cancel

Logging In

*Preferences-*After you have logged in, you can make changes to your preferences by selecting the drop-down arrow beside your name and *'Set Preferences'* in the top right of the screen.
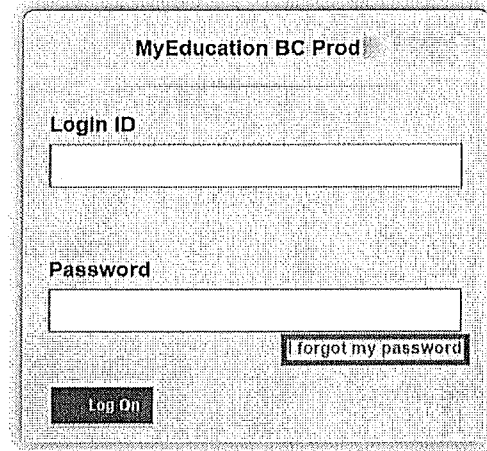
General- sets your 'auto-save' interval and records per page view.

*Security-*show primary email address, and your security question and answer

*Communication-*regulates number of forum posts per page.
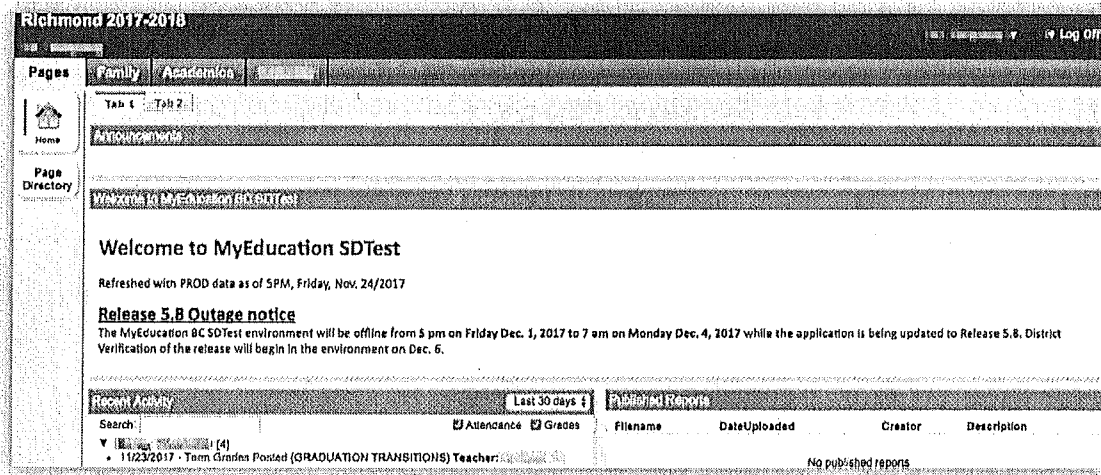
*Password Recovery-*If you forget your MyEdBC Portal Password, you can click the *'I forgot my password'* link on the login screen and an email will be sent to you with a new temporary password.

The MyEducationBC (MyEd BC) application is a secure portal used in most school districts in the Province of BC. Security is guided by the rules and regulations of the School Act and Freedom of Information and Protection of Privacy Act (FOIPPA). If you have questions about the MyEd BC Parent Portal please contact your school administration.

Basic Navigation

When you complete the log on process you will land on the home page. Here you will find three **Top Tabs** on the main page: **Pages, Family and Academics.** The **Top Tab** you are currently viewing will be highlighted in grey, rather than green. Each **Top Tab** will also have **Side Tabs.** These tabs along the side will change depending on the current **Top Tab** view.
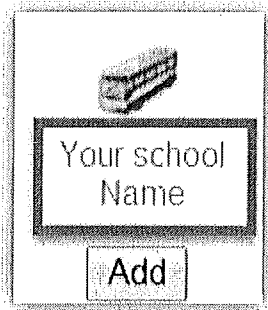

Pages Top Tab

You will land on the Pages top tab every time you log in. There will be notices about upcoming system outages and other information from the Provincial service provider. The main landing Page includes:

Recent Activity - information about recently posted student attendance and some mark information.

Published Reports - When a report card is published to the portal, it will appear under the Published Reports heading as a hyperlinked PDF document. You will receive an email that it has been published to the portal.

***Page Directory*-**see other web pages that you have access to. Click **Add** to add the Page to your view. The added Page will now be available in the Pages list on the left.

Basic Navigation

Family Top Tab

This tab contains your child's demographic details. Each **Side Tab** contains specific information. If you have more than one child, the Family top tab will allow you to select a student (using the checkbox beside the student name) then click on the available side tabs to see details about the student you selected. The side tabs include:

Details-side tab shows basic information including demographics, physical and mailing addresses, and the most recent photo of your child.

Contacts-side tab shows the parent/guardian(s) and emergency contacts. Please check this and inform the school of any changes.

Transcript-side tab includes class marks from current and previous years.

Assessments side tab currently contains provincial assessments like FSA or Provincial Exams.

Schedule-side tab shows your child's current courses. There are two ways to view the schedule: List View and Matrix View. You can toggle between the two views using the **<<List view** and **Matrix view >>** options at the top left of the screen.

Requests-side tab contains course Requests for the next school year and a **Graduation Progress** summary.

Membership-side tab shows your child's **enrollment** history as well as the **Schools** they may be cross-enrolled to. The **Programs** sub side tab also displays any programs.

Notifications-side tab is not currently in use. It may be used as we move forward in the project.

Academics Top Tab

The Academics Top Tab will allow you to select a course (using the checkbox beside the course) then click on the available Side Tabs to see details about the course you selected. **Please note:** marks provided here may not be a full picture of a student's level and they may not relate to their report card mark.

Assignments-side tab may provide assignment and assessment information.

Attendance-side tab provides attendance information for the selected class.

Once you have selected a course and clicked on a Side Tab you can use the navigation arrows in the top right corner to switch between courses that are in the list.

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