

Family Portal Account Creation

Parents and Guardians



MyEdBC Log In Screen – link on school website

This document is intended to provide parents and guardians step by step instructions on how to create a Family Portal account.

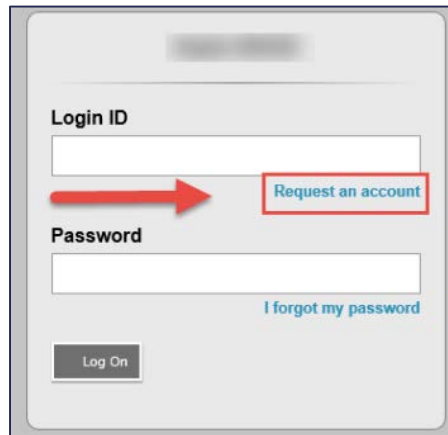


Parents and guardians should only be creating a family portal account if they are new to the district and registering a kindergarten student.

Creating a Family Portal Account

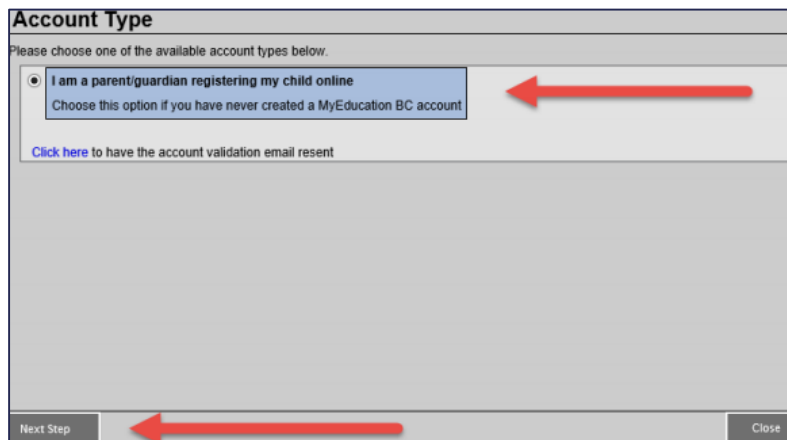


1. Click the **Request an account** link on the log in screen on MyEdBC



The screenshot shows the MyEdBC login interface. It includes a 'Login ID' text box, a 'Password' text box, and a 'Log On' button. A red arrow points to the 'Request an account' link located to the right of the Login ID field. Below the password field, there is a blue link that says 'I forgot my password'.

2. Put a tick next to **"I am a parent/guardian registering my child online"**
3. Click **Next Step**



The screenshot shows the 'Account Type' selection screen. It asks the user to 'Please choose one of the available account types below.' There are two radio button options. The first option, 'I am a parent/guardian registering my child online', is selected and highlighted with a blue box. A red arrow points to this option. Below the options, there is a blue link that says 'Click here to have the account validation email resent'. At the bottom of the screen, there are two buttons: 'Next Step' and 'Close'. A red arrow points to the 'Next Step' button.

If you require additional support, please contact your catchment school

4. Enter in the required information

Create Your Aspen Account
Information for the account holder (for a parent or guardian, this is your information, not your child's)

Legal first name * Parent
Legal last name * Test
Street address * 2222-2 Street
RR Number / PO Box
City * Prince George
State/province * BC
Postal code * V1M 3N3
Home phone * 604-999-9999
School District * Prince George

Previous Step **Next Step** Close



Fields with a red asterisk (*) are required fields - the system will not allow you to move on if those fields are blank.

5. Click **Next Step**

Account Information
Please fill in your user account information below.

Primary email *
Confirm email *
Password * Requirements
Confirm Password *
Security question * What is your favourite vacation spot?
Security answer *
Confirm answer *

Previous Step **Create My Account** Close

6. Enter in the required information

7. Click **Create My Account**

Confirmation

✔ Account request processed!

Next step
A verification email will be sent to the email address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

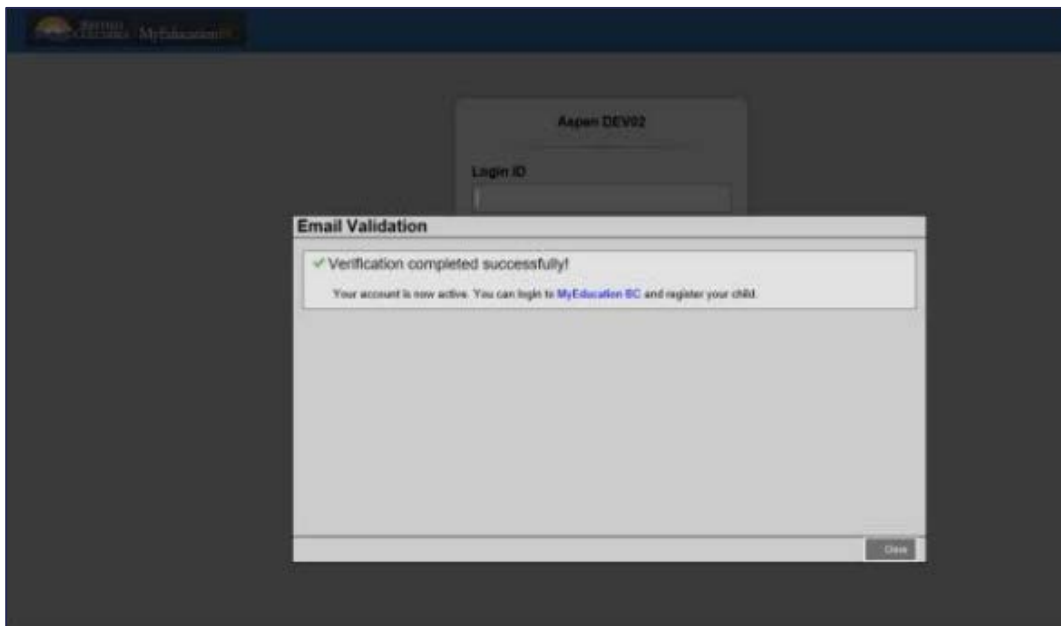
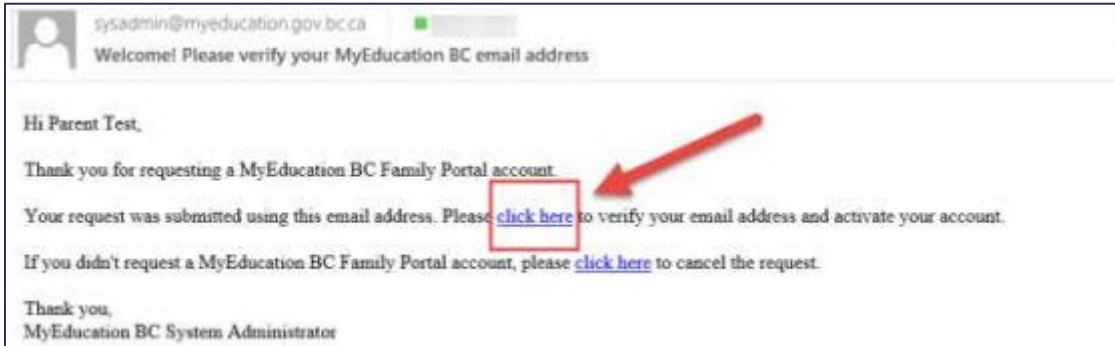
Note: Be sure to check your spam folder if you don't see the email right away.

Close

If you require additional support, please contact your catchment school



A verification e-mail will be sent to parents/guardians – click the link to verify your e-mail address to activate your account.



Version History

| Version | Date | Description |
|---------|---------------|----------------------|
| 5.0 | December 2020 | New Document Created |

If you require additional support, please contact your catchment school