



1 MyEducationBC

The MyEducationBC (MyEdBC) 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 any questions or concerns please contact your school principal.

2 Logging In

A **Login ID** and a temporary **Password** will be provided to you by email at the time your account

is created. The email will come from 'sysadmin@myeducation.gov.bc.ca'.

The MyEdBC website is: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

1. Enter your **Login ID** and temporary **Password**
2. Click **Log On**

3. 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:

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers



4. 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.

2.1 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.



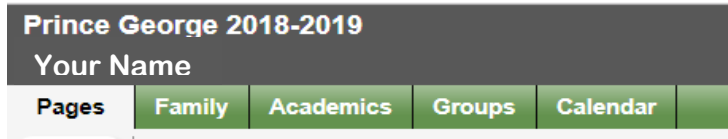
2.2 Password Recovery

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.



3 Navigation

Top Tabs: There are five **Top Tabs** on the main page. (Pages, Family, Academics, Groups, Calendar) The Top Tab you are currently viewing will be highlighted.



Side Tabs: The tabs along the side will change depending on the current Top Tab

3.1 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.

The screenshot shows the parent portal interface. At the top, there are navigation tabs: 'Pages', 'My Info', 'Academics', 'Locker', and 'Home'. The 'Pages' tab is active. Below the navigation, there are sections for 'Announcements', 'Welcome to MyEducation BC', and a red heading 'Welcome to MyEducationBC SDTest'. Underneath, there is a notice about 'Weekly Maintenance Windows - Outages may be required'. Below the notice, there are two main sections: 'Recent Activity' and 'Published Reports'. The 'Published Reports' section contains a table with the following data:

Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary 32 KB	30/01/2017 9:33 AM		Report card for

A red arrow points to the 'Published Reports' section header.

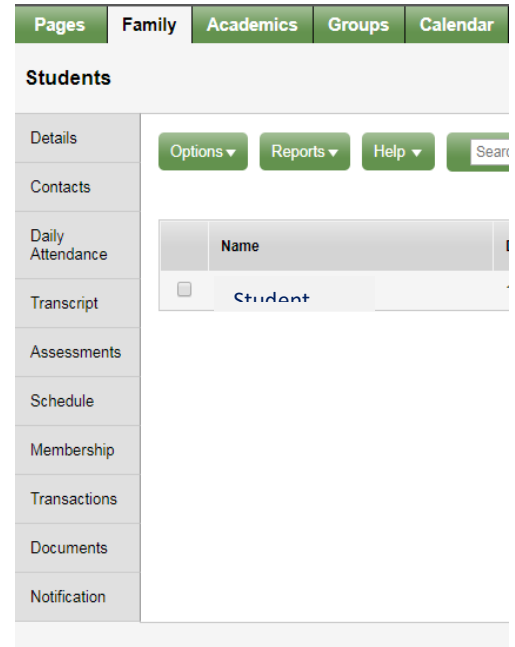


3.2 Family Top Tab

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.

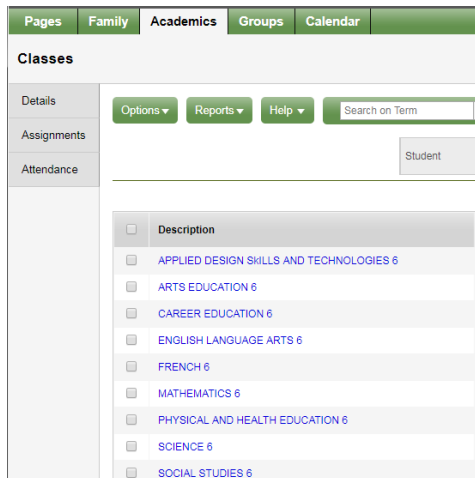
Details side tab shows basic information including demographics, physical and mailing addresses, and the most recent photo of your child.

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



3.3 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.



Details side tab provides a general overview of the course as well as a summary of the competencies assessed for the subject.

Assignments side tab provides assignment and assessment information.

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. Navigation Buttons make it easy to move back and forth through records.