



MyEducationBC

Family Portal for Parents

General Account/Access Information

April 1, 2017 V1u

Revisions:

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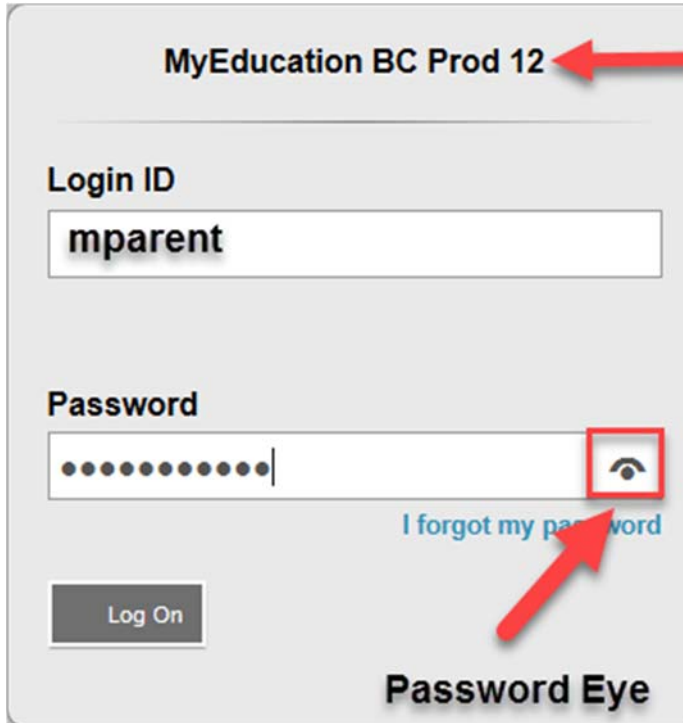
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Logging into MyEducation BC

Navigate to <https://myeducation.gov.bc.ca/aspen/logon.do> to log on to MyEducation BC.

1. Enter the Login ID that was assigned to you.
2. Enter your Password (Case Sensitive).
3. Click **Log On**



When you reach the login page, you will see MyEducation BC Prod XX. Each time you log in, you may see a different number. This is identifying one of the many MyEducation BC servers and it is safe to log in when you see this.


Popup blockers on your internet browser should be turned off for some of the features in MyEd to work properly.

MyEducation BC is case sensitive so you must enter the username and password as generated by the system.

*Note: Internet Explorer is the recommended browser, as it gives you the **Password Eye** icon to the right of the password field. When clicked you can view the password you have entered and to make sure that it has been entered correctly.*

When you log in for the first time, the system will prompt you to change your password.

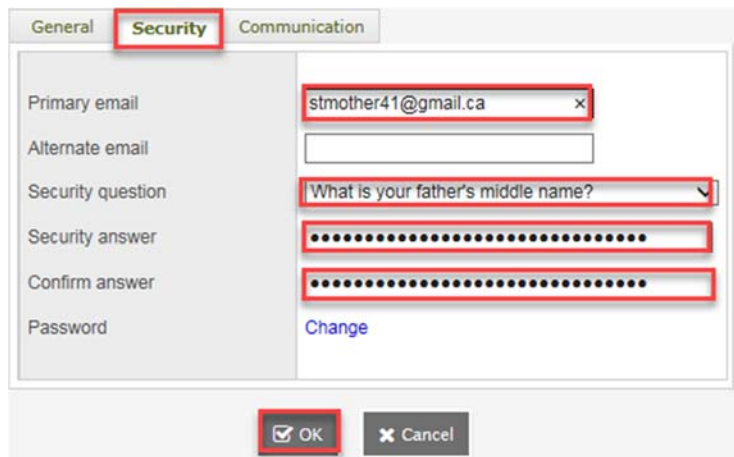
1. Click **OK**.
2. Enter your current password
3. Enter a New Password using the Password Requirements
4. Confirm your new password
5. Click **OK**.



Password Requirements
<ul style="list-style-type: none"> • 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

You will also be prompted to set up a security question so that in the future you can click “I forgot my password” to receive a new password

1. Enter your primary email address. This email address will be used to receive a new password if you forget your password.
2. Choose a security question
3. Enter your Security answer then confirm your security answer
4. Click **OK**



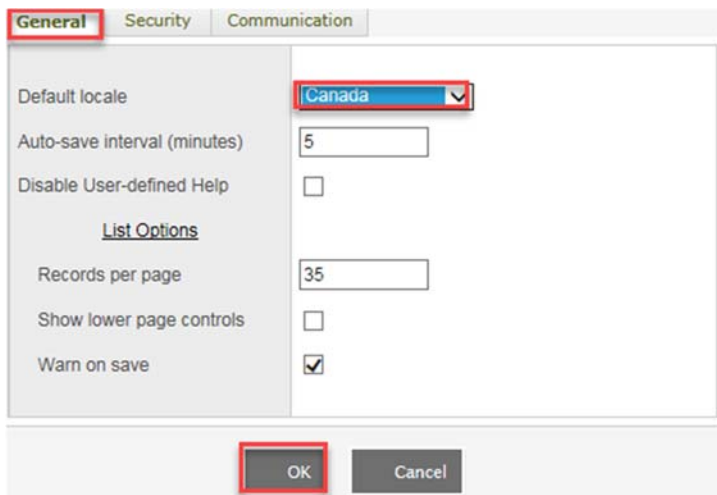
Set Preferences

Click the drop down arrow beside your name in the upper right hand corner of the screen, and select **Set Preferences**.



On the **General** tab:

1. Set the Default locale to **Canada**
2. Click **OK**.



Navigation

Once you have logged in, you will be taken to your landing page on the Pages top tab. On your landing page you can see the following:

Announcements: Announcements made by the school

Welcome to MyEducation BC: Information regarding MyEd such as system outages, maintenance, updates, etc.

Recent Activity: Recent activity relating to your children. Click the drop down in the upper right corner to filter activity in the last 7, 30 or 60 days.

To Do: Information regarding assignments

Group Resources: Documentation regarding MyEducation BC

Published Reports: This is where you will find report cards and possibly other reports published by your child's school.

Top Tabs

Family: A list of the students you have access to. Place a checkmark beside the student's name, then click one of the side tabs, or click on the blue link for more information.

Burnaby 2016-2017
Student, Mother SD41

Pages
Family
Academics
Groups
Calendar

Students

Details
 Contacts
 Daily Attendance
 Transcript
 Assessments
 Schedule

Options ▾
Reports ▾
Help ▾

🔍
🏠
📅
a-z

	Name	DOB
<input type="checkbox"/>	Student, SD41	22/04/2003

Academics: Provides a list of courses along with term marks and attendance information.

Pages
Family
Academics
Groups
Calendar

Classes

Details
 Assignments
 Attendance

Options ▾
Reports ▾
Help ▾

🔍
🏠
📅

Student: Student, SD41

0 of 8 selected

Current Year ▾
Current Term ▾

	Description	Description	Course	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	SOCIAL STUDIES 8	SOCIAL STUDIES 8	MSS-08-01	FY	Teacher, SD41	208		0	0	0
<input type="checkbox"/>	ARTS EDUCATION 8	ARTS EDUCATION 8	MAE-08-02	FY	Teacher, Arts	116		1	0	0
<input type="checkbox"/>	COURSE SUPPORT	COURSE SUPPORT	XSPBK1A-03	FY	Support, Course	207		1	0	0
<input type="checkbox"/>	SCIENCE 8	SCIENCE 8	MSC-08-44	FY	Teacher, Science	309		1	0	0
<input type="checkbox"/>	MATHEMATICS 8	MATHEMATICS 8	MMA-08-05	FY	Teacher, Mathematics	301	88.0 A	1	0	0
<input type="checkbox"/>	ENGLISH 8	ENGLISH 8	MEN-08-07	FY	Teacher, English #1; Teacher, English #2	204		1	0	0
<input type="checkbox"/>	PHYSICAL AND HEALTH EDUCATION 8	PHYSICAL AND HEALTH EDUCATION 8	MPHE-08-08	FY	Teacher, P.E.	Gym 1		0	0	0
<input type="checkbox"/>	ADST - BUSINESS EDUCATION	ADST - BUSINESS EDUCATION	MADCC08-03	T3	Teacher, ADST #1; Teacher, ADST #2	318		0	0	0

SD41 Family Portal for Parents.docx

Page 7

SD41 IT Services

Groups: A list of groups the student belongs to.

Burnaby 2016-2017
Student, Mother SD41

Pages | Family | Academics | **Groups** | Calendar

Groups

Details: Options | Reports | Help | Search on Title

Events: Student: Student, SD41

0 of 3 selected

<input type="checkbox"/>	Group > Title	Group > Category	Group > Name
<input type="checkbox"/>	AC-IC	School	Young, Patrick
<input type="checkbox"/>	S3-IC	School	Spencer, Donna
<input type="checkbox"/>	S3-ICE	School	Dean, Tanya

Calendar: Calendar Activity

Pages | Family | Academics | Groups | **Calendar**

Options | Reports | Help

Day | **Week** | Month

← Previous | April 2 - April 8 | Next → | This Week

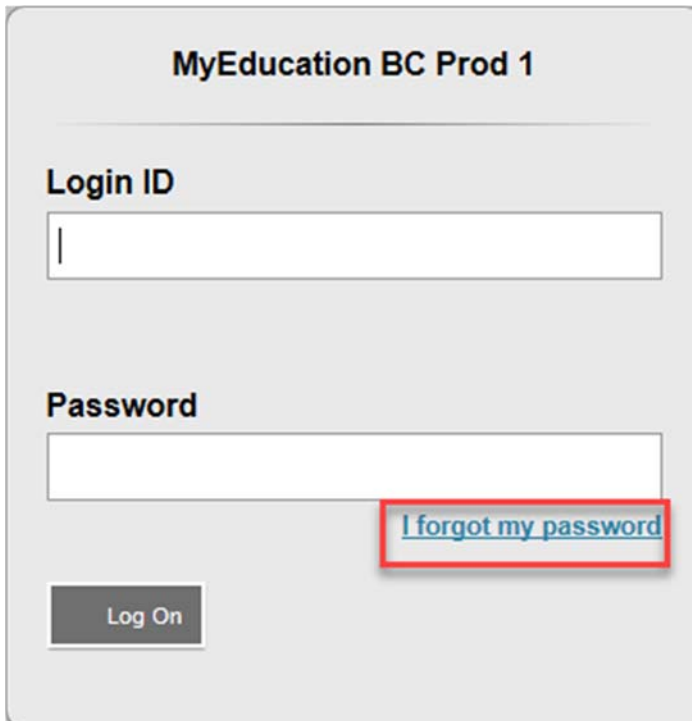
Sun	Apr 2 Mon	Apr 3 Tue	Apr 4 Wed	Apr 5 Thu	Apr 6
	Kinetic Molecular Theory Describe kinetic molecular theory and early models MSC--08-44 SCIENCE 8		Easter Island Read introduction to Easter Island, make some MSS--08-01 SOCIAL STUDIES 8	Describe and interpret works of art Describe, interpret and respond to works of art MAE--08-02 ARTS EDUCATION 8	

Troubleshooting – Who to Contact

Forgot your password?

If you forget your password, click “I forgot my password” on the Log On screen. Once you successfully answer your security question, a new password will be emailed to you.

IMPORTANT: The recovery process asks for your current Login ID and Email address. Both are **Case Sensitive**.



MyEducation BC Prod 1

Login ID

Password

[I forgot my password](#)

Log On

If password recovery fails

Please contact the school office.

Contact detail information is incorrect

Please contact the school office.

Children are missing from my list?

If you cannot see one or more of your high school level children when you log into the portal, please contact the school office.