# Burnaby School District 41

# FAMILY PORTAL

## Functionality Information for users

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# 1. MyEducation BC Family Portal

The Burnaby School District uses the MyEducationBC database for student records.  Each Parents/Guardians will have an account that allows you to view your child's attendance, contact information, and term/final report cards.

For parents/guardians to access the Family Portal, the school will require a valid confidential email address for each Parent/Guardian who is to have access.  An account WILL NOT be created without a valid email address.  Once an account has been created, it will be retained for the entire time that the student is at Burnaby School District.

For more information, reference materials for parents related to logging in and general portal use are available at http://blogs.sd41.bc.ca/myedbc/parent-resources/.

## 1. Logging on

This document will focus on using a desktop computer or laptop. The mobile application is limited and can only perform the basic functions.



At the Burnaby School District, school generated login IDs and password for parents and students. *Parents or student cannot request an account through MyEducation BC.*

If a parent has linked their MyEducation BC account with their BC Services Card and wishes to revoke this connection, please contact the Helpdesk for assistance.

**A valid email account must be provided for each parent/guardian that wishes to have Family Portal access.**

If there are changes to your email address or if we do not have your email address on file, please notify the school by email as follows:

1. Please put "Family Portal" in the subject line.

2. Please email from the email address you wish to have on file and include your first and last name within the email.

3. Within the email, please include the student's first and last name(s) and grade. If there is more than one child, please include all children's names and grades within the email.

4. If there is more than one parent/guardian to have access, please include the other parent/guardian's first and last name and valid email address within the email.

Please proceed to the next page, "Activating Your Account", if there are no changes to the above information.

Navigate to https://myeducation.gov.bc.ca/aspen/logon.do webpage:

1. Enter the Login ID that was assigned to you.

2. Enter your Password (Case Sensitive).

3. Click Log On

**MyEducation BC Prod**

**MyEducation BC Login ID**

Request an account

**MyEducation BC Password**

Login Information        I forgot my password

➡ Log On

**Login using BC Services Card below**

Enterprise

BCSC Production SSO    BC Services Card

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

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

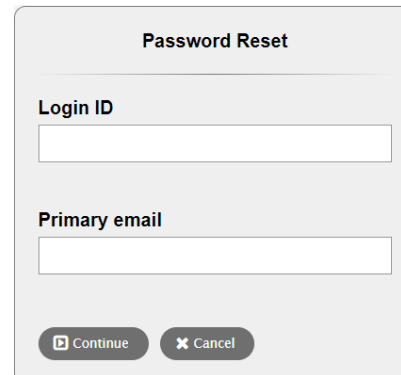4. Confirm your new password

5. Click OK.

**Password Requirements**

- Minim
- At lea
- At lea
- At lea
- Can't                        middle
  name                        y sequential
  letters

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

☑ OK

Current Password

New Password

Confirm New Password

☑ OK    ✕ Cancel

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

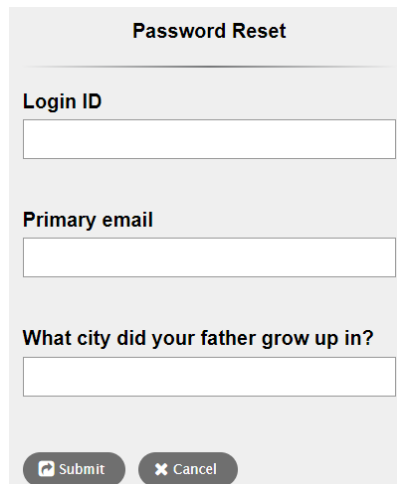3. Enter your Security answer then confirm your security answer

## 1.1. Forgot your password?

If you have forgotten your password, or if you have mistyped your password 5 times and your account is locked, the system can help you reset your password.

1. Click the blue "I forgot my password" link on the log-on screen.
2. Enter your Login ID and email address
3. Enter the answer to your security question. If you answer it correctly, a new temporary password will be sent to your email account.
4. Retrieve the temporary password from your email account and use it to log on to the Family Portal
5. You will then be asked to create a new password.

**Password Reset**

**Login ID**

**Primary email**

▶ Continue    ✖ Cancel

**Password Reset**

**Login ID**

**Primary email**

**What city did your father grow up in?**

↻ Submit    ✖ Cancel

**Trouble with your security question?** If you mistype the answer to your security question 3 times, the "I forgot my password" function will be frozen. You will need to reach out to school office to reset your password.

**Need to change your password, email address or security question?**

1. Click on your username and press the drop down to "Set Preferences".

   2. Click on the "Security" tab to access the fields you need to change.

## 2. Pages



Published Reports displays any published reports that the user has access to. Typically this is report cards for the students. Portal users are not able to generate their own reports on demand and can only access Published Reports.

## 2.1.    Family
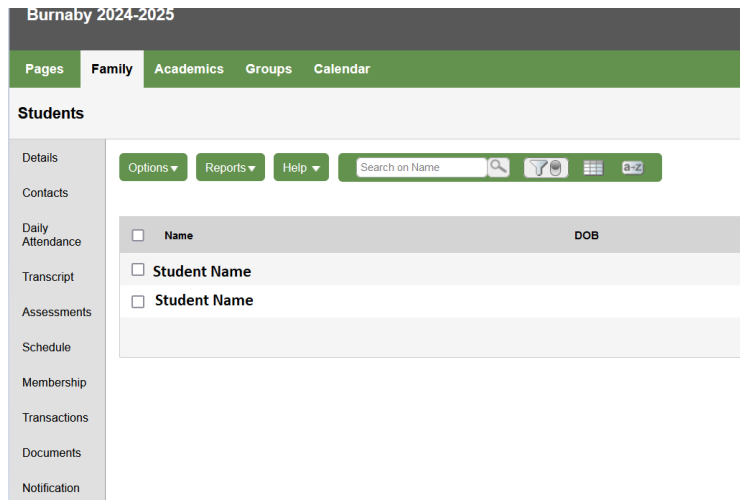


Displays a list of all Active Students the user is connected with.  (Contact has family portal access selected)

This section will display each student's demographics along with school information.  Parents should review this information and advise the school should they have any questions or if changes are required.  More information is contained under tabs titled Address, Activities and Photo.
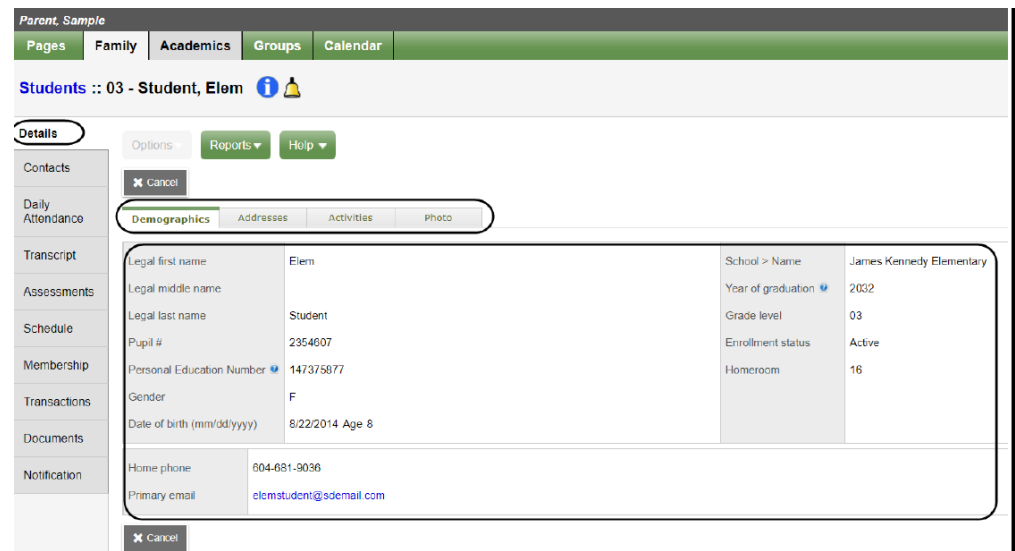
This section will display student contact information that is stored for each student account. The main display area contains a summary of all contact attached to the student record. Selecting the hyperlink number shown in the "Priority" column will display more detailed information for the contact. Contact records for each student are maintained by the school office.



## 2.2. Daily Attendance

This area will display the student's daily attendance records entered by teachers and school staff.

Daily attendance records will be displayed as shown above with the most recent absence shown at the top of this list.  When selecting an individual attendance record by choosing the hyperlink, the following details will displayed:

**Absent**: This will display either "Y" or "N" to indicate if the student was absent.

**Late**: This will display either "Y" or "N" to indicate if the student was late.  If "Y" is indicated, more detailed information will be displayed below in the "Arrival and Departures" area.

**Dismissed**: This will display either "Y" or "N" to indicated if the student was dismissed.  If "Y" is indicated, more detailed information will be displayed below in the "Arrival and Departures" area.
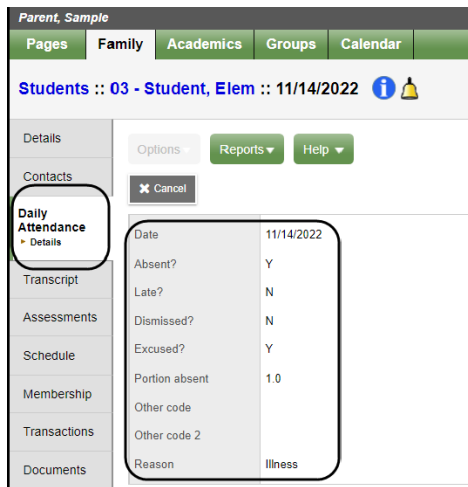


**Excused?**: This will display either "Y" or "N" to indicate if the student's absence was excused was late.  If "Y" is indicated, more detailed information will be displayed below in the "Arrival and Departures" area.

**Portion absent**: If the student is marked "Y" for absent, this field will indicate a corresponding portion of the school day missed for that date.

**Other Codes** – Schools may choose to display additional information.

## 2.3. Transcript Side Tab



The Transcript Side Tab will display all courses and grades entered by school staff and teachers.

To views all records, ensure the Filter menu : is set for "All Records, then select the "Dictionary" and select "All". Each record will display the school year, course title, final marks (if course has been completed) and credits earned if the course is in grade 10 or higher.

*Note: Transcript records may not be available, depending on whether the school provides access through the family portal.*

## 2.4. Credit Summary Sub Side Tab

The credit Summary page displays credits earned for each school year that will count towards the total required for gradation (grade 10 or higher).

The Transcript credits column displays the number or credits earned based on the courses completed that each school year. Adjusted Credits are manually added if required. Both of these values will be totalled to provide the Total Credits value.

## 2.5. Schedule Sub Side Tab

This tab provides the student's schedule for the school year. The view can be toggled between List view or Matrix view by selecting the selected area. The image below is the List view.



The Matrix view in the image below will display Semester 1 (1-1) and Semester 2 (2-1).

## 2.6. Request Sub Side Tab

Requests are displayed during the process when the student is selecting next year's courses. The summary below will display the school year total of Primary and Alternate request that were selected. The Alternates column will display which courses are or are not alternates.



## 3. Academics Top Tab

### 3.1. Classes Side Tab

Course section information, including attendance data will be available to view in the Classes side tab. Each school will determine when this information is available.

This area will list all courses the students is currently enrolled in for this year. The screen below allows for selection of a student if multiple students are connected to the portal account. This feature is not availabe in the Student portal.

### 3.2. Details Sub Side Tab

This Class details section will provide a summary for both grades reported and attendance data.  This data will only pertain to the class selected in the Classes displayed at the top of the screen below.



### 3.3. Attendance Sub Side Tab

The attendance side-tab lists all dates not in class for the entire period, due to an absence, late or dismissal. Attendance reasons will also be provided if entered.



### 3.4. Emailing

During the school year, parents and students may want to contact a teacher(s) to communicate assignments, homework, attendance concerns.  This option is available at the Class side tab.



To begin an email, select Options – Send email.  The following dialog window will appear:

From:           Parent, Sample  <studentparent@sdemail.com>

To:

| Sawatsky, Bron... | ✕ | Nudel, Yafei | ✕ | Paraguassudes... | ✕ | Mattrick, Chaz | ✕ |

Total Recipients: 4

☑ Include Primary Email Address
☐ Include Alternate Email Address

Bcc:

Subject:

Attachment:    [Add File]

Font    ▾ | Size    ▾ | Format    ▾ | A▾ A▾ | B I U | x₂ x² | Tₓ

Enter email body

✉ Send    ✕ Cancel