

# 1 MyEducationBC

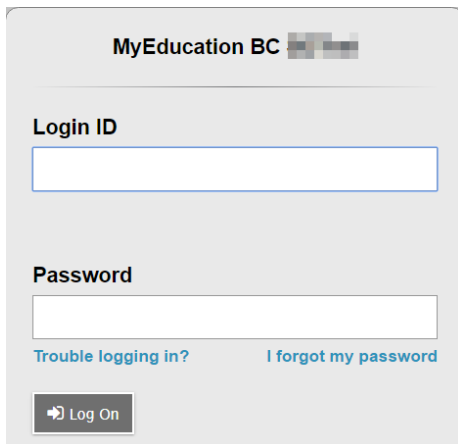
The MyEducationBC (MyEdBC) application is a secure portal used in most school districts in the Province of BC. Security is guided by the rules and regulations of the School Act and Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns please contact your school principal.

# 2 Logging In

A **Login ID** and a temporary **Password** will be provided by your School.

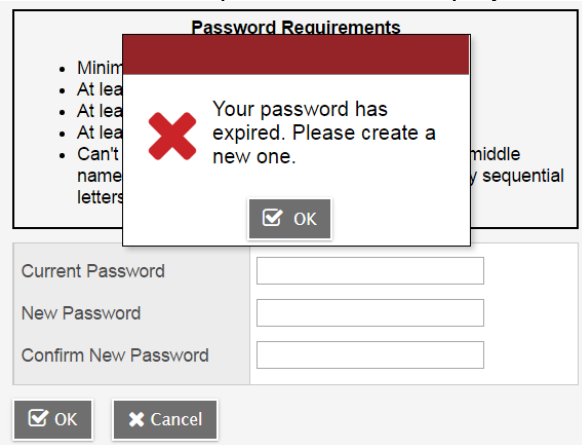
The MyEdBC website is: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

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



The screenshot shows the MyEducation BC login interface. At the top, it says "MyEducation BC" followed by a blurred school name. Below this are two input fields: "Login ID" and "Password". Under the password field, there are two links: "Trouble logging in?" and "I forgot my password". At the bottom of the form is a "Log On" button with a right-pointing arrow.

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 are displayed behind the red warning message.



The screenshot shows a "Password Requirements" dialog box overlaid on a password change form. The dialog box has a red header and a red 'X' icon. The text inside the dialog box reads: "Your password has expired. Please create a new one." Below the text is an "OK" button. The background form shows fields for "Current Password", "New Password", and "Confirm New Password", along with "OK" and "Cancel" buttons at the bottom.

- You will be prompted to enter your Security Preferences. Enter an email address in case you forget your password, and choose a security question and answer that you will remember.

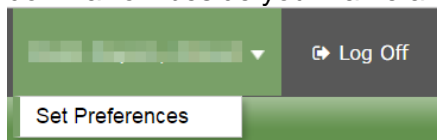
**Security Preferences Update**

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

Primary email	<input type="text" value="...@surreyschools.ca"/>
Security question	<input type="text"/>
Security answer	<input type="text"/>
Confirm answer	<input type="text"/>

## 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.

MyEducation BC

Login ID

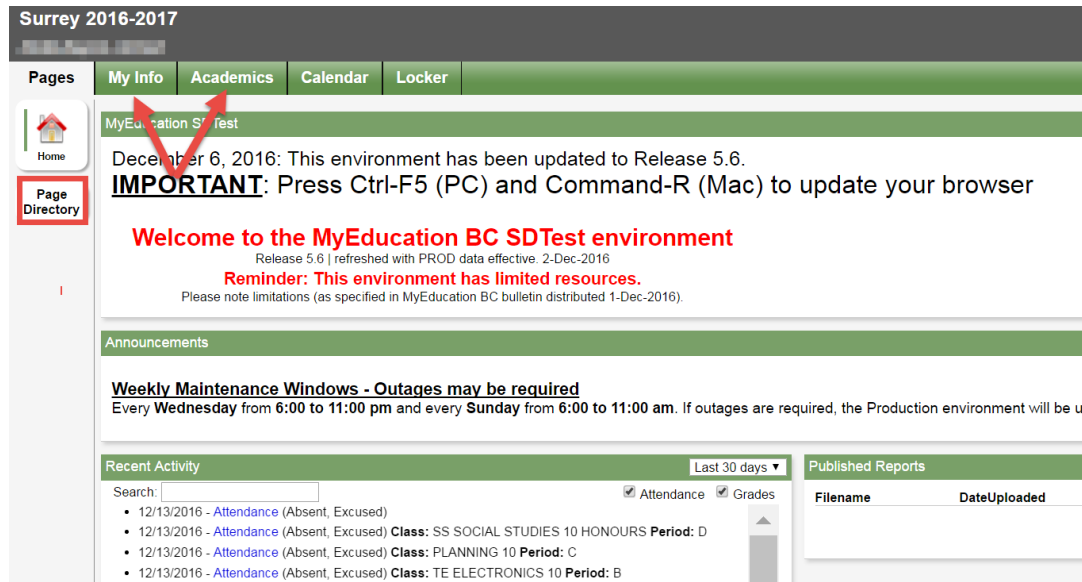
Password

[Trouble logging in?](#) [I forgot my password](#)

### 3 Navigation

**Top Tabs:** There are five **Top Tabs** on the main page. 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 system administrator.

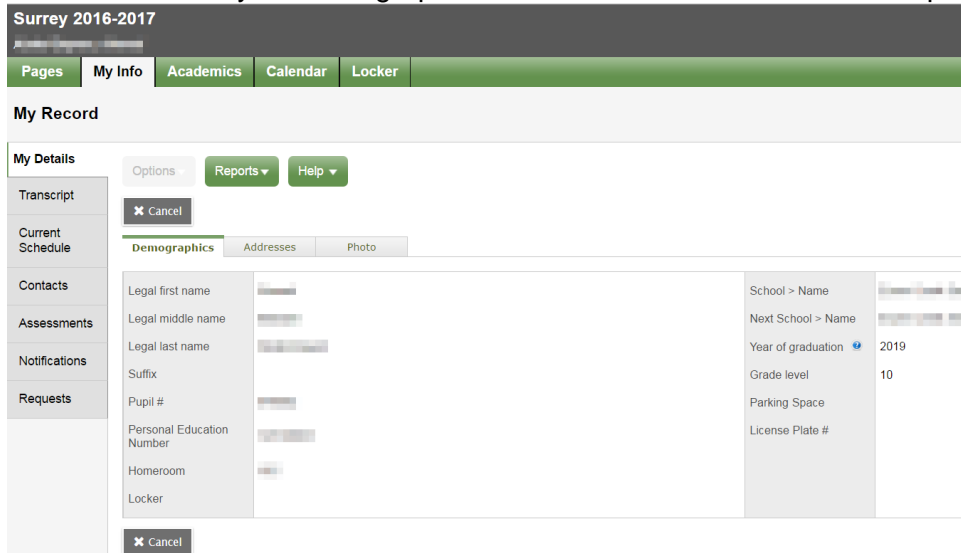
The main landing Page includes a *Recent Activity* widget with info about recently posted attendance and some mark information.

Click on Page Directory to 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.



### 3.2 My Info Top Tab

This tab contains your demographic details. Each **Side Tab** contains specific information.

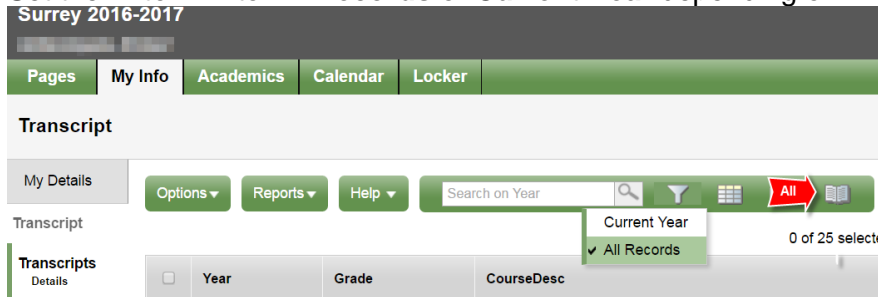


**My Details** side tab shows basic information including demographics, physical and mailing addresses, and your most recent photo.

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

**IMPORTANT:** Change the **Dictionary Menu**  to **All** in order to view all records.

Set the **Filter**  to **All Records** or **Current Year** depending on what you'd like to see.



**Current Schedule** side tab shows your current courses. There are two ways to view your 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.

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

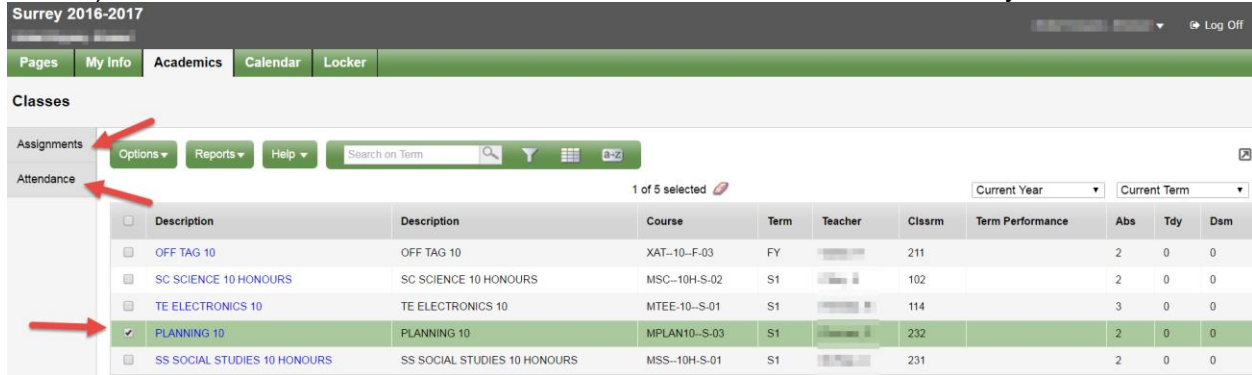
**Assessments** side tab currently contains provincial assessments like FSA or Provincial Exams.

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

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

### 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.



Surrey 2016-2017

Pages | My Info | Academics | Calendar | Locker

Classes

Assignments | Options | Reports | Help | Search on Term

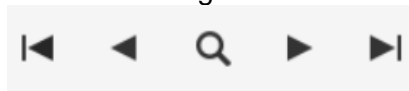
Attendance | 1 of 5 selected | Current Year | Current Term

<input type="checkbox"/>	Description	Description	Course	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	OFF TAG 10	OFF TAG 10	XAT-10-F-03	FY		211		2	0	0
<input type="checkbox"/>	SC SCIENCE 10 HONOURS	SC SCIENCE 10 HONOURS	MSC-10H-S-02	S1		102		2	0	0
<input type="checkbox"/>	TE ELECTRONICS 10	TE ELECTRONICS 10	MTEE-10-S-01	S1		114		3	0	0
<input checked="" type="checkbox"/>	PLANNING 10	PLANNING 10	MPLAN10-S-03	S1		232		2	0	0
<input type="checkbox"/>	SS SOCIAL STUDIES 10 HONOURS	SS SOCIAL STUDIES 10 HONOURS	MSS-10H-S-01	S1		231		2	0	0

**Assignments** side tab may provide assignment and assessment information.

**Attendance** side tab provides attendance for the selected class.

Once you have selected a course and clicked on a Side Tab you can use the navigation buttons to switch between courses that are in the list. Navigation Buttons make it easy to move back and forth through records.



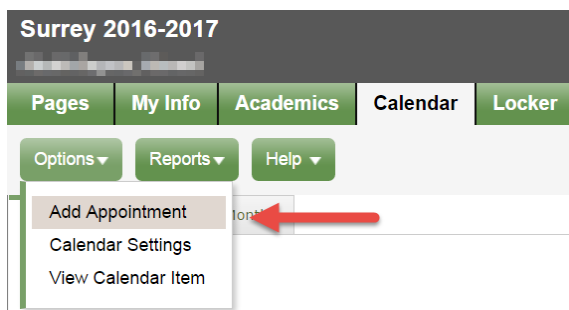
**Please note:** marks provided here may not be a full picture of a student's level and they may not relate to their report card mark.

### 3.4 Calendar Top Tab

You are able to view the calendar by *Day*, *Week*, or *Month*.

This calendar may contain School Calendar information, as well as teachers may include information about when assignments were assigned and due

You are able to enter your own Appointments in this calendar by using the **Options** menu and selecting **Add Appointment**.



Surrey 2016-2017

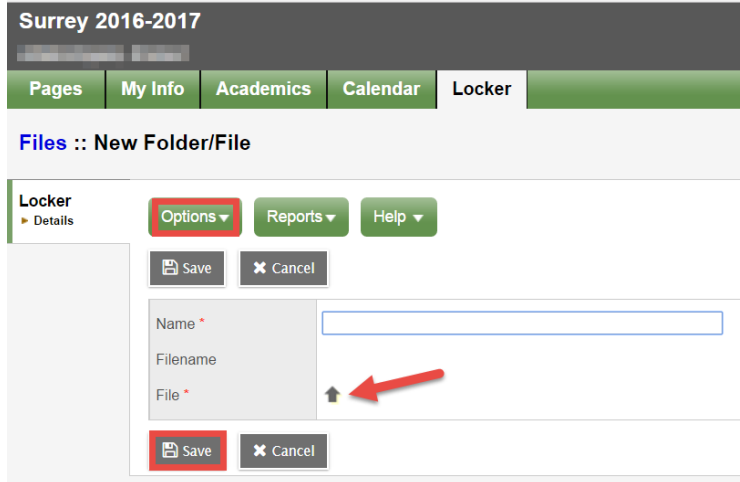
Pages | My Info | Academics | Calendar | Locker

Options | Reports | Help

- Add Appointment
- Calendar Settings
- View Calendar Item

### 3.5 Locker Top Tab

This tab can be used to upload and store documents. From the **Options** menu, select **Add**. Fill in the Name field and click on the File Arrow to upload a document.



Select *Choose File* to find the document you wish to upload, *Import* and *Save*.