

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'.

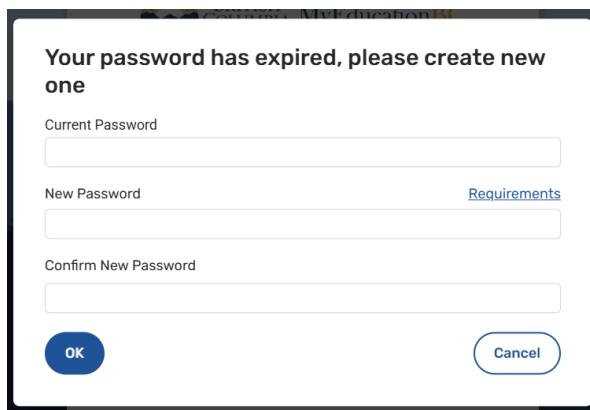
The MyEdBC website is: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

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



The screenshot shows the MyEducationBC login page. At the top right is a language selection dropdown set to 'English (De...'. Below it is the 'BRITISH COLUMBIA MyEducationBC' logo. The text 'BC - Production' is displayed. The main area contains two input fields: 'Login ID' and 'Password'. Below these fields is a link 'Trouble logging in?'. At the bottom are two buttons: a blue 'Log In' button on the left and a white 'Request Account' button with a blue border on the right.

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**'. Click on the blue hyperlink 'Requirements' for new password requirements that need to be met.



The screenshot shows a modal dialog box with a black border. The title bar says 'Change Password'. The main content area has a white background and displays the message 'Your password has expired, please create new one'. It contains three input fields: 'Current Password', 'New Password' (with a 'Requirements' link to its right), and 'Confirm New Password'. At the bottom are two buttons: a blue 'OK' button on the left and a white 'Cancel' button with a blue border on the right.

4. You will be prompted to confirm your email address and enter your Security Preferences to use the ‘Forgot my Password’ function on the logon page, should you need to reset your password.

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"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

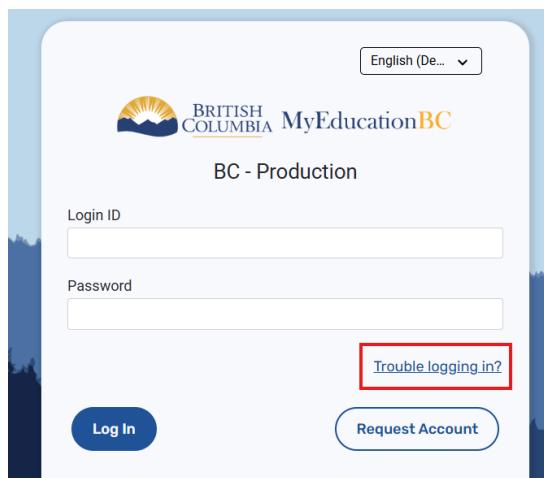
2.1 Preferences

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 or Username, you can click the ‘*Trouble logging in?*’ link on the login screen and select to retrieve your Login ID or to reset your password.



Trouble logging in

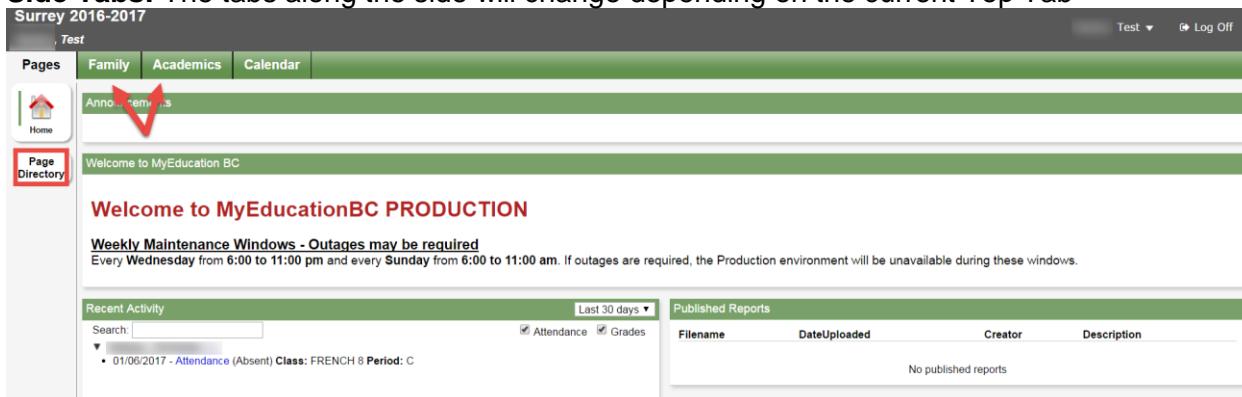
[Retrieve your Login ID](#) if you want to retrieve your Login ID.

[Reset your password](#) if you have forgotten your password.

3 Navigation

Top Tabs: There are four **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



The screenshot shows the MyEducationBC PRODUCTION homepage. At the top, there is a dark header bar with the text "Surrey 2016-2017", "Test", and "Log Off". Below this is a green navigation bar with tabs: "Pages" (highlighted in red), "Family", "Academics", and "Calendar". To the left of the main content area is a sidebar with a "Page Directory" button (highlighted in red) and a "Home" button. The main content area includes a "Welcome to MyEducation BC" banner, a "Welcome to MyEducationBC PRODUCTION" heading, a "Weekly Maintenance Windows - Outages may be required" notice, a "Recent Activity" section, and a "Published Reports" section.

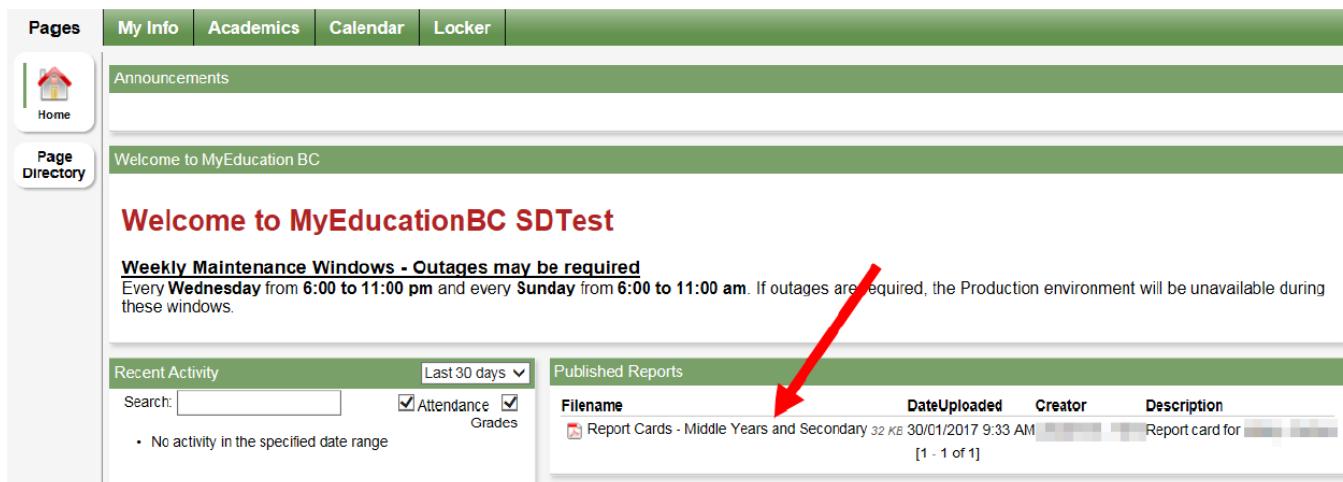
3.1 Pages Top Tab

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.



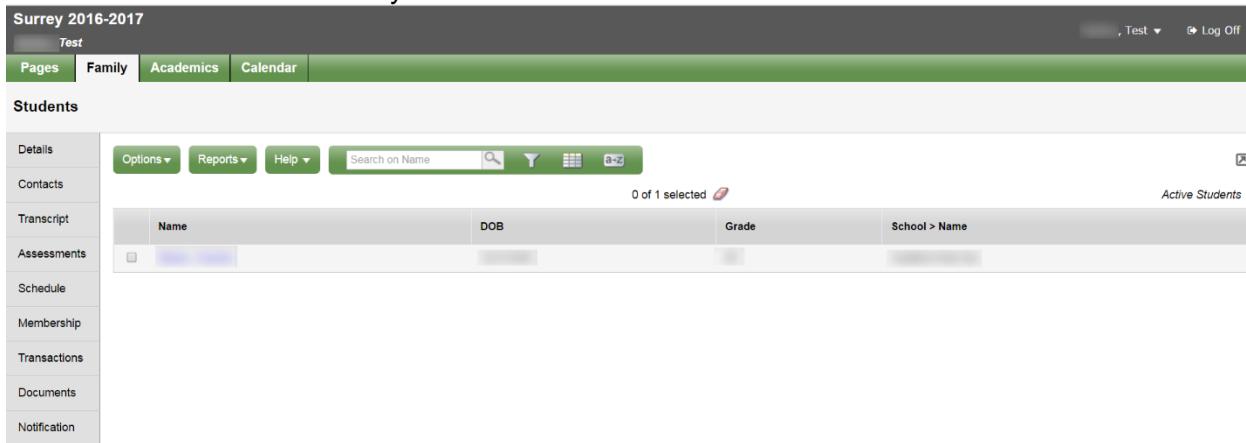
The screenshot shows the MyEducationBC SDTest homepage. At the top, there is a green navigation bar with tabs: "Pages" (highlighted in red), "My Info", "Academics", "Calendar", and "Locker". To the left of the main content area is a sidebar with a "Page Directory" button (highlighted in red) and a "Home" button. The main content area includes a "Welcome to MyEducation BC" banner, a "Welcome to MyEducationBC SDTest" heading, a "Weekly Maintenance Windows - Outages may be required" notice, a "Recent Activity" section, and a "Published Reports" section. A red arrow points to the "Report Cards - Middle Years and Secondary" link in the Published Reports section.

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 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.



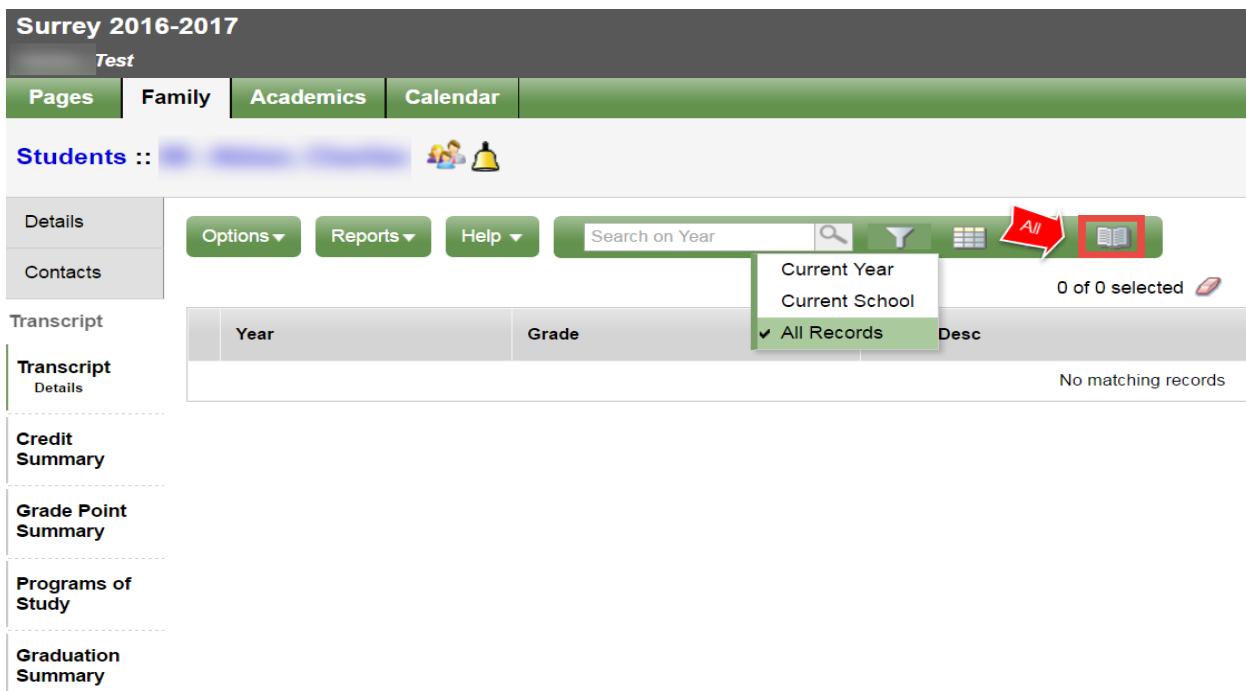
Details side tab shows basic information including demographics, physical and mailing addresses, and the most recent photo of your child.

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

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.



Surrey 2016-2017

Test

Pages Family Academics Calendar

Students :: [REDACTED]

Details Contacts

Options Reports Help Search on Year

Current Year Current School All Records Desc

Transcript

Year	Grade

No matching records

Transcript Details

Credit Summary

Grade Point Summary

Programs of Study

Graduation Summary

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

Schedule side tab shows your child's current courses. There are two ways to view the 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.

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

Membership side tab shows your child's **enrollment** history as well as the **Schools** they may be cross-enrolled to. The **Programs** sub side tab also displays any programs.

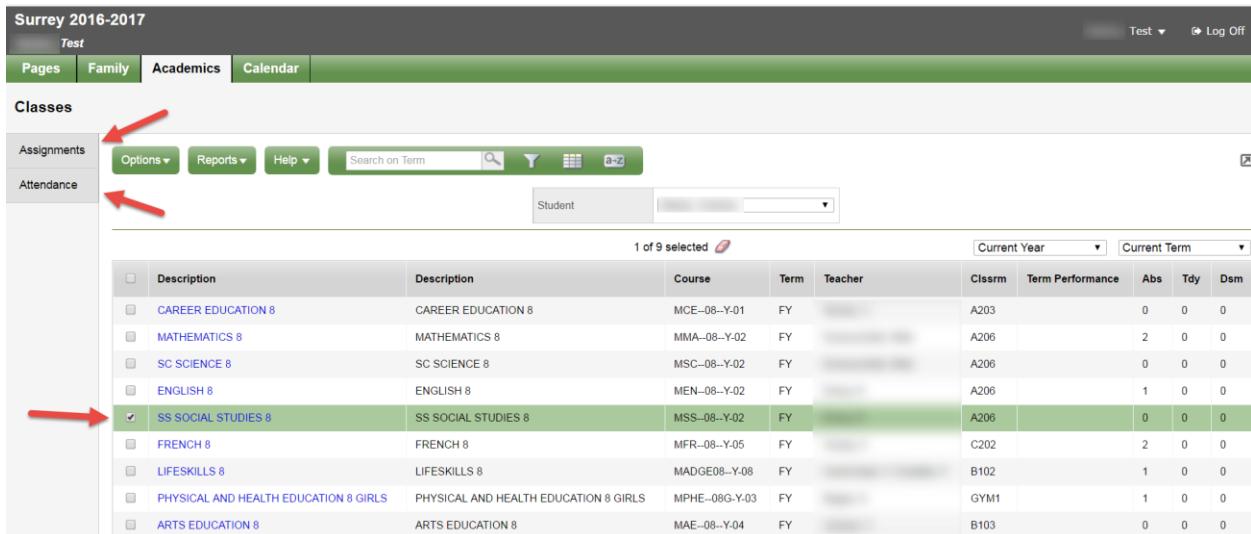
Transactions side tab may include fees information.

Documents side tab may include documents.

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

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.



Description		Description	Course	Term	Teacher	Clssrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	CAREER EDUCATION 8	CAREER EDUCATION 8	MCE-08-Y-01	FY		A203		0	0	0
<input type="checkbox"/>	MATHEMATICS 8	MATHEMATICS 8	MMA-08-Y-02	FY		A206		2	0	0
<input type="checkbox"/>	SC SCIENCE 8	SC SCIENCE 8	MSC-08-Y-02	FY		A206		0	0	0
<input type="checkbox"/>	ENGLISH 8	ENGLISH 8	MEN-08-Y-02	FY		A206		1	0	0
<input checked="" type="checkbox"/>	SS SOCIAL STUDIES 8	SS SOCIAL STUDIES 8	MSS-08-Y-02	FY		A206		0	0	0
<input type="checkbox"/>	FRENCH 8	FRENCH 8	MFR-08-Y-05	FY		C202		2	0	0
<input type="checkbox"/>	LIFESKILLS 8	LIFESKILLS 8	MADGE08-Y-08	FY		B102		1	0	0
<input type="checkbox"/>	PHYSICAL AND HEALTH EDUCATION 8 GIRLS	PHYSICAL AND HEALTH EDUCATION 8 GIRLS	MPHE-08G-Y-03	FY		GYM1		1	0	0
<input type="checkbox"/>	ARTS EDUCATION 8	ARTS EDUCATION 8	MAE-08-Y-04	FY		B103		0	0	0

Assignments side tab may provide assignment and assessment information.

Attendance side tab provides attendance information for the selected class.

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.



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**.

