## 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

MyEducation BC Prod							
Login ID							
Password							
	l forgot my password						
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 are displayed behind the red warning message.

Password Requirements	
<ul> <li>Minim</li> <li>At lea</li> <li>At lea</li> <li>At lea</li> <li>Can't name letters</li> <li>Your password has expired. Please create a new one.</li> </ul>	niddle y sequential
Current Password	
New Password	
Confirm New Password	
C OK Cancel	

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.

Security Preferent To enable self serve passe information	nces Update word recovery, please provide the following
Primary email	
Security question	•
Security answer	
Confirm answer	
Submit 🗙 Cano	el

#### **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.

MyEducati	MyEducation BC Prod							
Login ID								
Password								
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Log On								

# **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

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Pages	Family	Academics	And the second sec							
	Tab 1	Tab 2								
Home	Announcen	nents								
Page										
Directory	Welcome to	MyEducation B	C SDTest							
	Refreshed Release The MyEdu	with PROD data a <b>5.8 Outage</b> acation BC SDTest		v. 24/2017 offline from <b>5 pm</b>	on Friday Dec. 1, 2017 to 7 a	m on Monday Dec. 4	1, 2017 while the applicat	ion is being updated	d to Release 5.8. D	District
	Recent Act	vity			Last 30 days 🛊	Published Reports	s			
	Search:				🗹 Attendance 🗹 Grades	Filename	DateUploaded	Creator	Description	
	• 11/23/2	(4) 2017 - Term Grade	s Posted (GRADUAT	ION TRANSITIONS)	Teacher:		No pu	blished reports		

### 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.

Pages	My Info Academics	Locker			
Home	Announcements				
Page Directory	Welcome to MyEducation BC				
	Welcome to MyE Weekly Maintenance Wii Every Wednesday from 6:00 these windows.	ndows - Outages may b	be required	ges are equired, the Production environme	ent will be unavailable during
	Recent Activity	Last 30 days 🗸	Published Reports		
	Search: • No activity in the specified dat	Attendance Grades te range	Filename	DateUploaded         Creator           Secondary 32 KB 30/01/2017 9:33 AM         [1 - 1 of 1]	Description Report card for

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.

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Details	Options • Reports • Help •	Search on Name	Y 📰 a-z		
Contacts			0 of 1 selected 🥔		Active Students
Transcript	Name	DOB	Grade	School > Name	
Assessments		111000	10	former for the rate of the	
Schedule					
Membership					
Notification					

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

Richmond 2				
Pages Fa	mily Academics		Ę	Set to ALL
Details	Options 🔻 🛛 Re	ports 🗸 🛛 Help 👻	Search on Year Current Year	
Transcript	Year	Grade	Current School	) of 0 selected 🥔
Transcript Details			I	No matching records
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.

**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.

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			0 of	11 selected 🥖			Cur	rent Year 😫	Curre	nt Term	n (
		Description	Description	Course	Term	Teacher	Clssrm	Term Performance	Abs	Tdy	Dsm
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		CHEMISTRY 12	CHEMISTRY 12	MCH12-09	FY		113		0	0	0
		GRADUATION TRANSITIONS	GRADUATION TRANSITIONS	MGT01	FY		116A		0	0	0
		MANDARIN 12	MANDARIN 12	MMAN-12-03	FY		039		0	0	0
		WORK EXPERIENCE 12A - FINE ARTS	WORK EXPERIENCE 12A - FINE ARTS	MWEX-2AXB01	FY		116A		0	0	0
		PHYSICS 12	PHYSICS 12	MPH12-01	FY		111		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.