



## 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 our Principal, Julie Shields at [julie.shields@sd71.bc.ca](mailto:julie.shields@sd71.bc.ca)

At any time as you work through the following and find you need help, please contact Susan Quinton at 250-338-9262 or [susan.quinton@sd71.bc.ca](mailto:susan.quinton@sd71.bc.ca).

## 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

[I 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

- Minim
- At lea
- At lea
- At lea
- Can't name letters

middle y sequential

Your password has expired. Please create a new one.

OK

Current Password

New Password

Confirm New Password

OK Cancel



# Georges P. Vanier Secondary School

## Parent Portal User Instructions

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.

Set Preferences - Google Chrome  
Secure | https://www.myeducation.gov.bc.ca/aspen/userPreferences.do

General **Security** Communication

Primary email

Alternate email

Security question

Security answer

Confirm answer

## 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.

Log Off

Set Preferences

## 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 Prod

Login ID

Password

[I forgot my password](#)

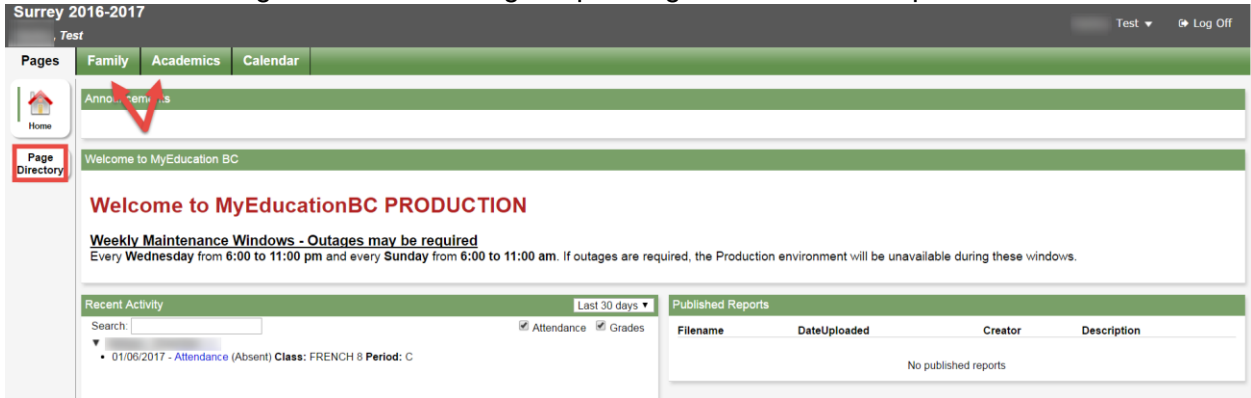
Log On



### 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



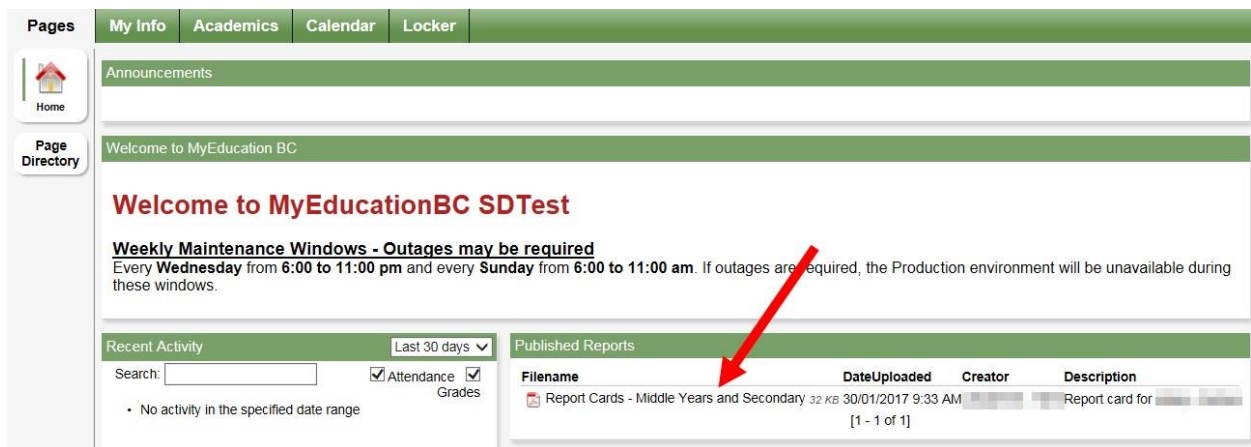
### 3.1 Pages Top Tab

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.





## Georges P. Vanier Secondary School

### Parent Portal User Instructions

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.

The screenshot shows the Parent Portal interface for the 2016-2017 school year. The top navigation bar includes 'Pages', 'Family', 'Academics', and 'Calendar'. The 'Family' tab is selected. Below the navigation bar, there is a 'Students' section with a search bar and a list of students. The list has columns for Name, DOB, Grade, and School > Name. The 'Details' side tab is selected on the left.

**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.



The screenshot shows the Parent Portal interface for the 2016-2017 school year. The top navigation bar includes 'Pages', 'Family', 'Academics', and 'Calendar'. The 'Academics' tab is selected. Below the navigation bar, there are buttons for 'Options', 'Reports', and 'Help', along with a search bar labeled 'Search on Year'. A dropdown menu is open, showing 'Current Year', 'Current School', and 'All Records'. The main content area displays a table with columns for 'Year', 'Grade', and 'Desc'. The table is currently empty, with the message 'No matching records' displayed below it. On the left side, there is a sidebar with various options: 'Details', 'Contacts', 'Transcript', 'Transcript Details', 'Credit Summary', 'Grade Point Summary', 'Programs of Study', and '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.



The screenshot shows the 'Surrey 2016-2017' Parent Portal interface. The top navigation bar includes 'Pages', 'Family', 'Academics', and 'Calendar'. The 'Classes' section is active, showing a sidebar with 'Assignments' and 'Attendance' tabs, both highlighted by red arrows. The main content area displays a table of classes with columns for Description, Course, Term, Teacher, Clsrm, Term Performance, Abs, Tdy, and Dsm. The 'SS SOCIAL STUDIES 8' row is selected, indicated by a green background and a checkmark in the checkbox column. A red arrow also points to this row. The table data is as follows:

Description	Description	Course	Term	Teacher	Clsrm	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.