

1 MyEducationBC

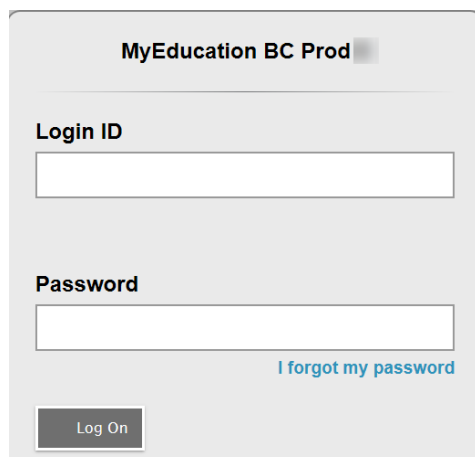
The MyEducationBC (MyEdBC) application is a secure portal used in most school districts in the Province of BC. Security is guided by the rules and regulations of the School Act and Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns please contact our Vice-Principal, Stephanie Baker – stephanie.baker@sd71.bc.ca

At any time as you work through the following and find you need help, please contact Lucianne Aplocins at 250-339-5525 or lucianne.aplocins@sd71.bc.ca.

2 Logging In

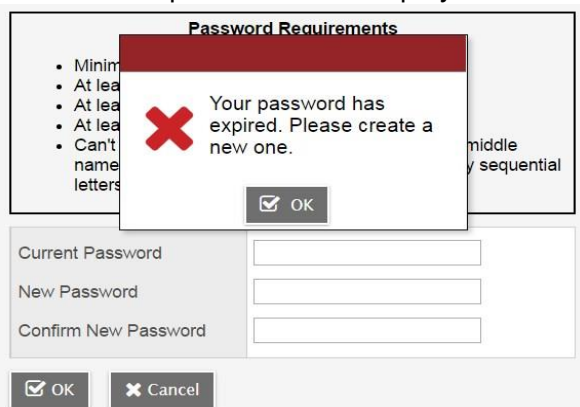
A **Login ID** and a temporary **Password** will be provided to you by email at the time your account is created. The email will come from 'sysadmin@myeducation.gov.bc.ca'. The MyEdBC website is: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

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



The image shows a login form titled "MyEducation BC Prod". It has two input fields: "Login ID" and "Password". Below the "Password" field is a link that says "I forgot my password". At the bottom of the form is a "Log On" button.

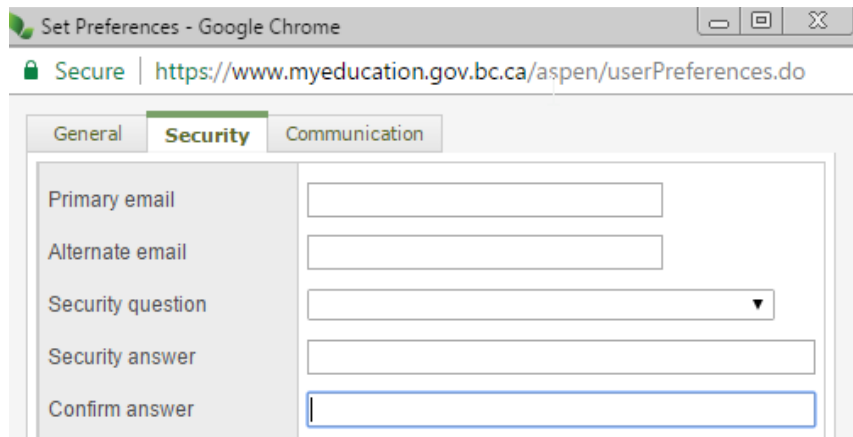
3. You will be prompted to change your password. '**Current Password**' is the temporary Password you were provided. Enter a '**New Password**' and '**Confirm New Password**'. Password requirements are displayed behind the red warning message.



The image shows a password change form. At the top, there is a "Password Requirements" section with a list of requirements: "Minim", "At lea", "At lea", "At lea", and "Can't name letters". Below this is a red warning message that says "Your password has expired. Please create a new one." with an "OK" button. The form has three input fields: "Current Password", "New Password", and "Confirm New Password". At the bottom are "OK" and "Cancel" buttons.

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.



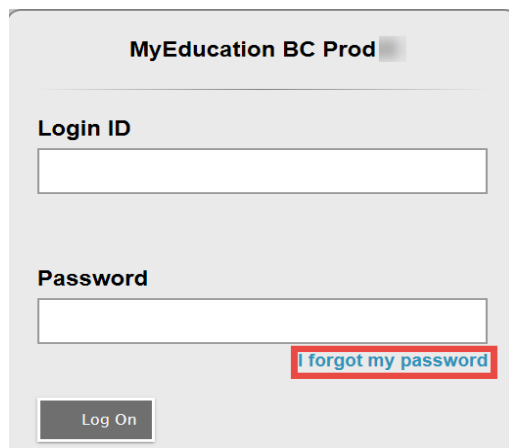
2.1 Preferences

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

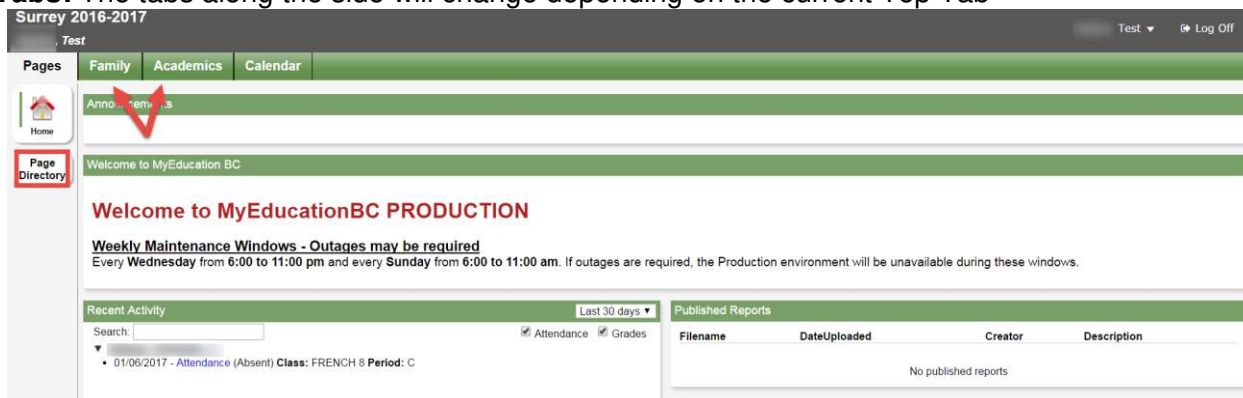
If you forget your MyEdBC Portal Password, you can click the '*I forgot my password*' link on the login screen and an email will be sent to you with a new temporary password.



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



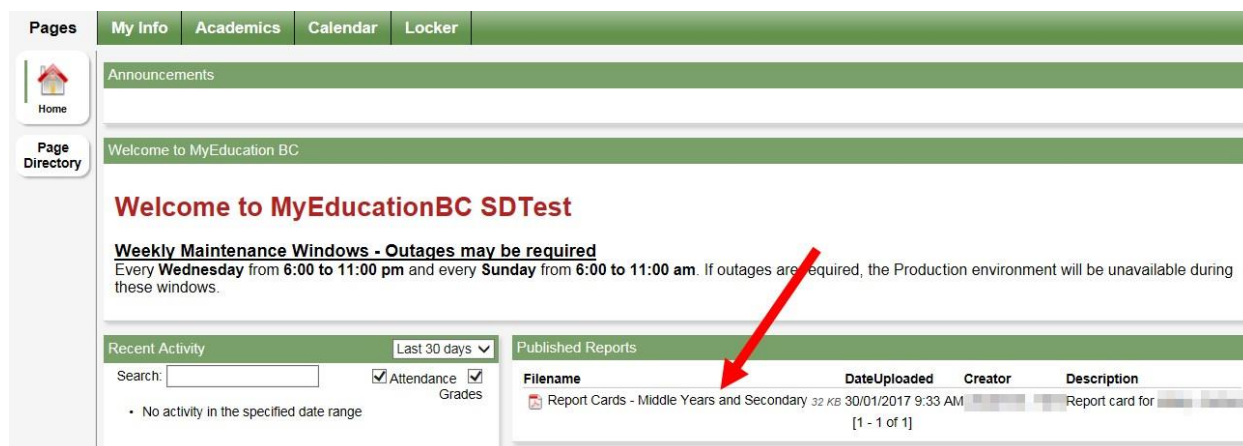
3.1 Pages Top Tab

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.



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 'Surrey 2016-2017' interface with the 'Family' tab selected. The 'Students' section is active, displaying a table with columns: Name, DOB, Grade, and School > Name. A search bar labeled 'Search on Name' is present, along with filters for 'Options', 'Reports', and 'Help'. The table shows 0 of 1 selected student. The left sidebar contains tabs for Details, Contacts, Transcript, Assessments, Schedule, Membership, Transactions, Documents, and 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**  to **All Records** or **Current Year** depending on what you'd like to see.

The screenshot shows the 'Surrey 2016-2017' interface with the 'Family' tab selected. The 'Transcript' section is active, displaying a table with columns: Year, Grade, and Desc. A search bar labeled 'Search on Year' is present, along with filters for 'Options', 'Reports', and 'Help'. The table shows 0 of 0 selected records. The left sidebar contains tabs for Details, Contacts, Transcript, Credit Summary, Grade Point Summary, Programs of Study, and Graduation Summary. The 'Dictionary Menu' is set to 'All' (indicated by a red arrow), and the 'Filter' is set to 'All Records' (indicated by a green checkmark).

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.

Surrey 2016-2017

Test Log Off

Pages Family Academics Calendar

Classes

Assignments Options Reports Help Search on Term

Attendance Student

1 of 9 selected

	Description	Description	Course	Term	Teacher	Classrm	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.

* **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.

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.

