Parent Account Creation

Parents can now create an account in MYEDBC without any intervention from a school district. The process is as simple as clicking a link and entering just a few pieces of information and verifying their email address. Creating an account gives parents and guardians the ability to register their children to attend school directly in MYEDBC
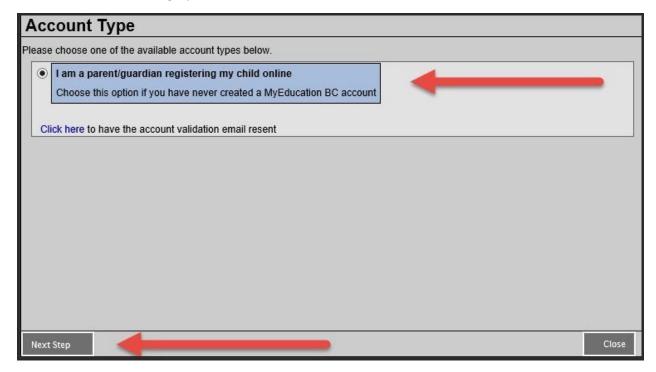
- It is necessary for the parent to have a Family Portal account in order to view and complete the forms.
- In cases of parents new to the district, this is achieved by choosing "Request an Account", giving them a limited Family View Account with the Online Registration AddOn Role.
- Parents with a existing account will see the "Initiate" button on their Home screen when they log in if they have the Online Registration Add-On attached to their existing role by the district.

Parents who do not have a Family Portal Account

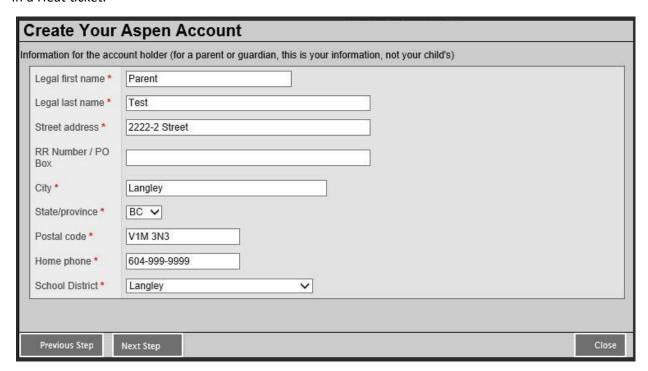Request an account here: https://www.myeducation.gov.bc.ca/aspen

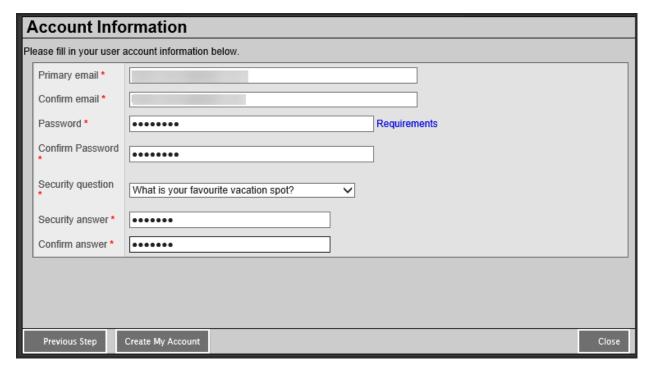Clarification about creating a parent account for the first time

Create Your Aspen Account

Supplying information about parent. This goes to the student's record as a contact. School District field assigns user account to that district. To have your District show up in School District field you must put in a Heat ticket.

User Account information

Set password and security question. Parent login will be the email entered in this screen

Account Information

Please fill in your user account information below.

Primary email *	
Confirm email *	
Password *	•••••••• Requirements
Confirm Password *	••••••••
Security question *	What is your favourite vacation spot?
Security answer *	•••••••
Confirm answer *	•••••••

Previous Step   Create My Account   Close

Confirmation needed for process to finish

Confirmation

✔ Account request processed!

Next step

A verification email will be sent to the email address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.
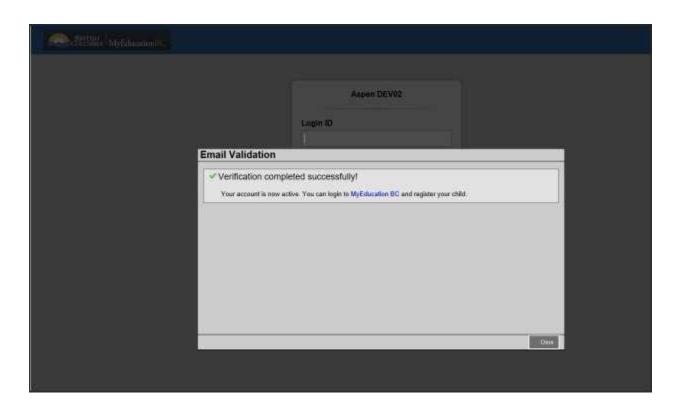
Close

Verification Email sent to parent

If parent clicks on the second "click here" request the account request is cancelled.

Email Validation

Parent can now log in with email address and password that they just entered. A new parent account with the district chosen in the "School District" field.

Parent initiates New Registration

When a parent or guardian creates an account in MYEDBC, an Online Registration widget is visible on the home page at login. If a parent with an existing account in MYEDBC has the Parent/Guardian – Online Registration add-on Role, they will also be able to see the Online Registration widget.

Beginning of the process of student registration is as simple as clicking the "Initiate" button in the Online Registration widget.

Once the parent starts the process and completes some demographic information for a student, they can save the information and continue the process later by clicking on "Save and Close".

The registration will remain on the Online Registration widget with the Status of "Not Submitted" showing the parent that the process has not yet been completed. At this point the parent just needs to click on the green checkbox on the record to continue the registration process.

Parents can register all their children online. The status of each registration will show individually on the widget. Once registration is complete the entire registration can be printed by simply clicking on the printer icon next to the sumitted registration.
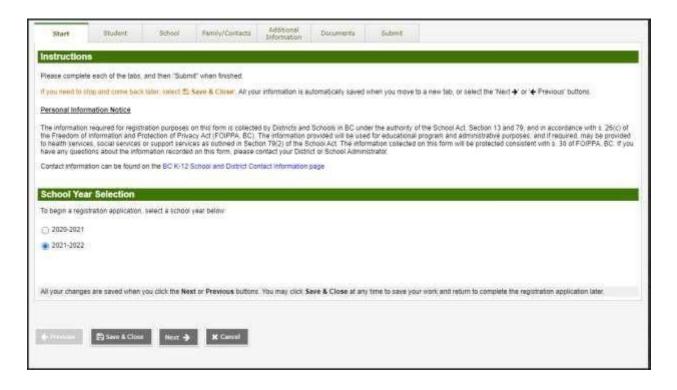
When a registration has been completed by the parent and the school has accepted, the status of the registration shows "Accepted" so the parents are aware that the registration process is complete.

School Year Selection

The first step in the process is to select the school year for which the student is being registered. When registration has been opened for an upcoming year there may be two years to select from. This is typical when Kindergarten Registration has begun. Parents have the ability to register students in the current year or for school in the upcoming year.
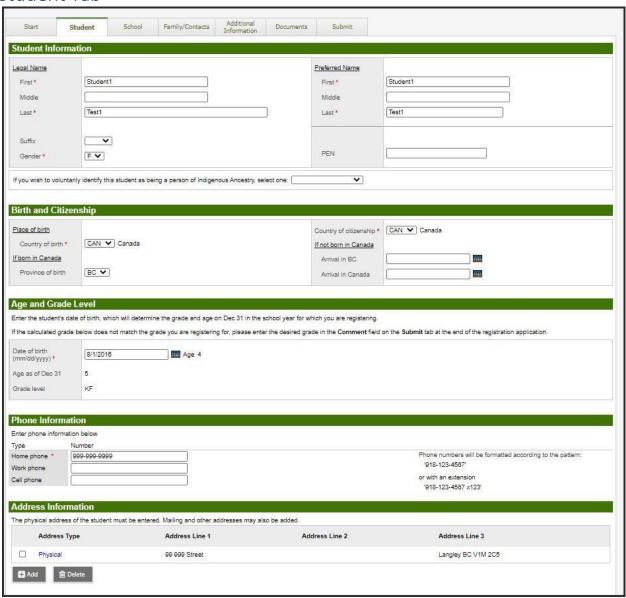
Start Top Tab

Student Demographics

The student information includes everything about the child that the district needs to know including typical demographics, home language, and medical conditions.
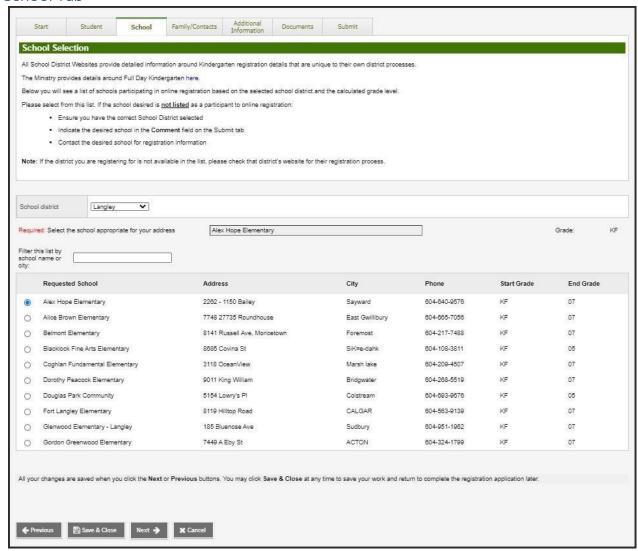
Student Tab

School Selection

If school selection is permitted, the parents are presented with the possible schools based on the student details.
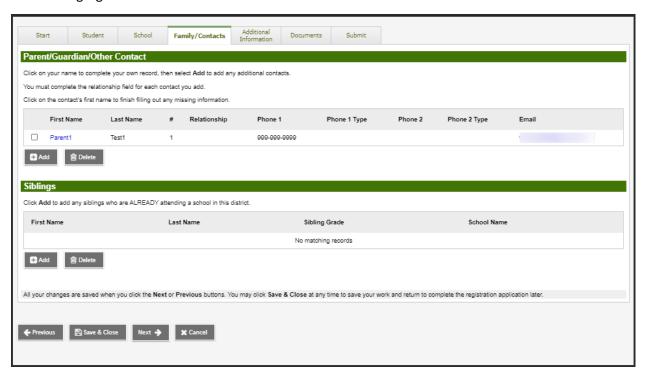
School Tab

This list is reliant on the district and the grade level picked by the parent/guardian.
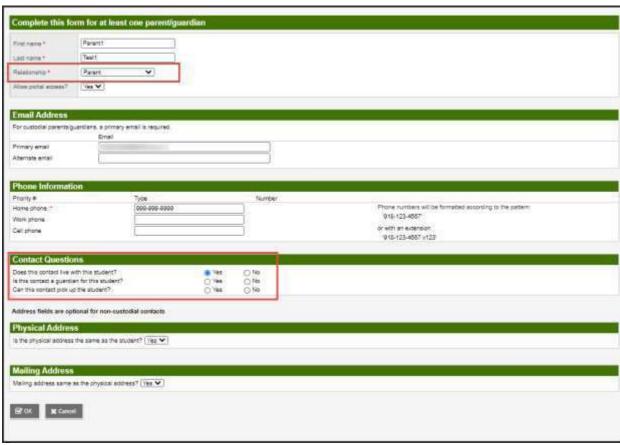
Parent/Guardian Siblings

Family Top Tab

Information is collected for parent/guardians, siblings and other contacts. Along with demographic information, the connection between parents and their children is established with this data. Details about siblings' grade levels and schools is also collected.

Parents will be prompted to fill in relationship field before leaving this page.
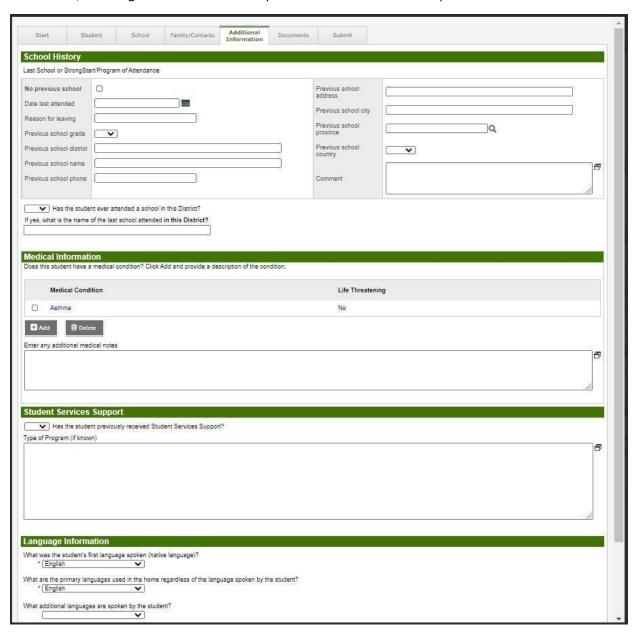
If the registration is accepted by the School registrar this information is transferred to the student record.
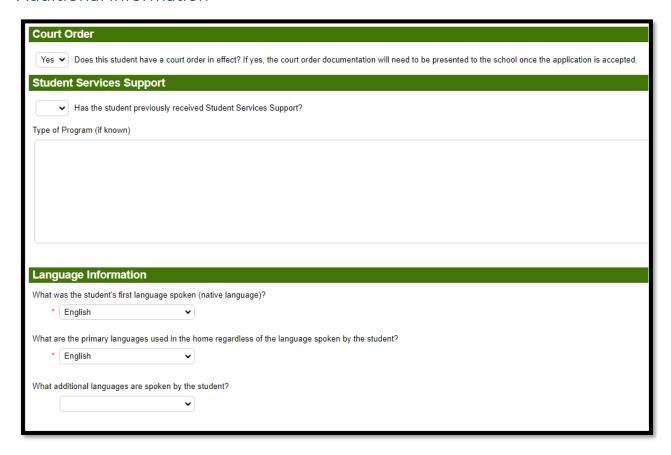
Additional Information
Additional Information Top Tab
Additional information can be collected about school history, special education, medical and language information, enabling the school district to process the student for all aspects of school life.

Additional Information

Court Order

[Yes ▾] Does this student have a court order in effect? If yes, the court order documentation will need to be presented to the school once the application is accepted.

Student Services Support

[▾] Has the student previously received Student Services Support?

Type of Program (if known)

Language Information

What was the student's first language spoken (native language)?

* [English ▾]

What are the primary languages used in the home regardless of the language spoken by the student?

* [English ▾]

What additional languages are spoken by the student?

[▾]
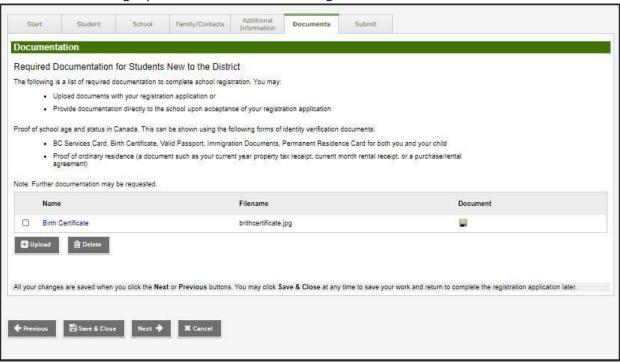
Documents

Document Top Tab

Once the registration is accepted or denied by the school, these documents will be automatically removed in an overnight procedure from the Online Registration.
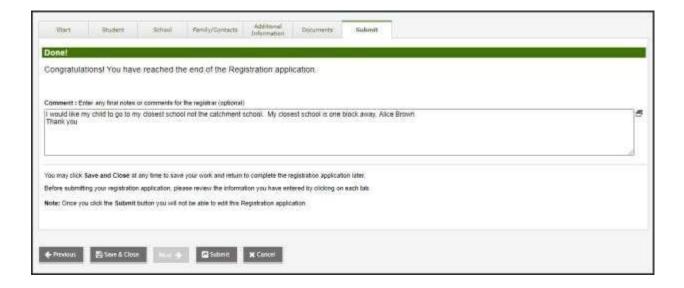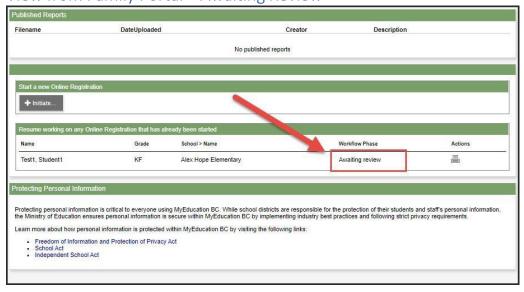
Conclusion

Submit Top Tab

When parents are finished completing the registration, they can print all forms and submit to the school for review. Parents can choose Save and Close to save their work and return to complete the registration application later. To submit the registration to the school the parents click on Submit. Once the registration is processed, the parents receive an email confirming that the registration has been accepted or denied.
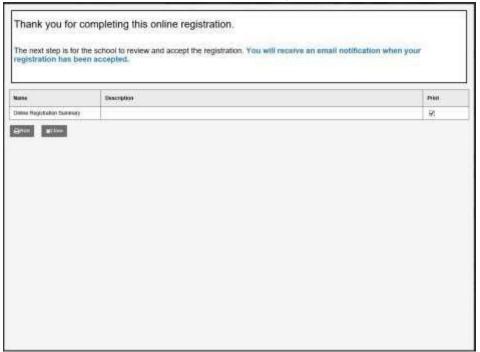
Save & Close or Submit screen

View from Family Portal – Awaiting Review

Confirmation screen from MYEDBC to parent

Thank you for completing this online registration.

The next step is for the school to review and accept the registration. You will receive an email notification when your registration has been accepted.

Name	Description	Print
Online Registration Summary		☑

🖨 Print   ✖ Close

Confirmation email from school

Online Registration for Student1 Test1 received Inbox ×

sysadmin@myeducation.gov.bc.ca
to ▾

This is confirmation that we have received the registration you submitted for Student1 Test1.

The office will review your registration. Once accepted, you will be notified at this email address with a confirmation of the assigned school.

Thank you for using our Online Registration system.