

---

## 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>



The image shows a login form with the following elements:

- A blurred header area at the top.
- A "Login ID" label above a text input field.
- A "Request an account" button highlighted with a red border, with a red arrow pointing to it from the left.
- A "Password" label above another text input field.
- A link labeled "I forgot my password" in blue text below the password field.
- A "Log On" button at the bottom left.

Clarification about creating a parent account for the first time

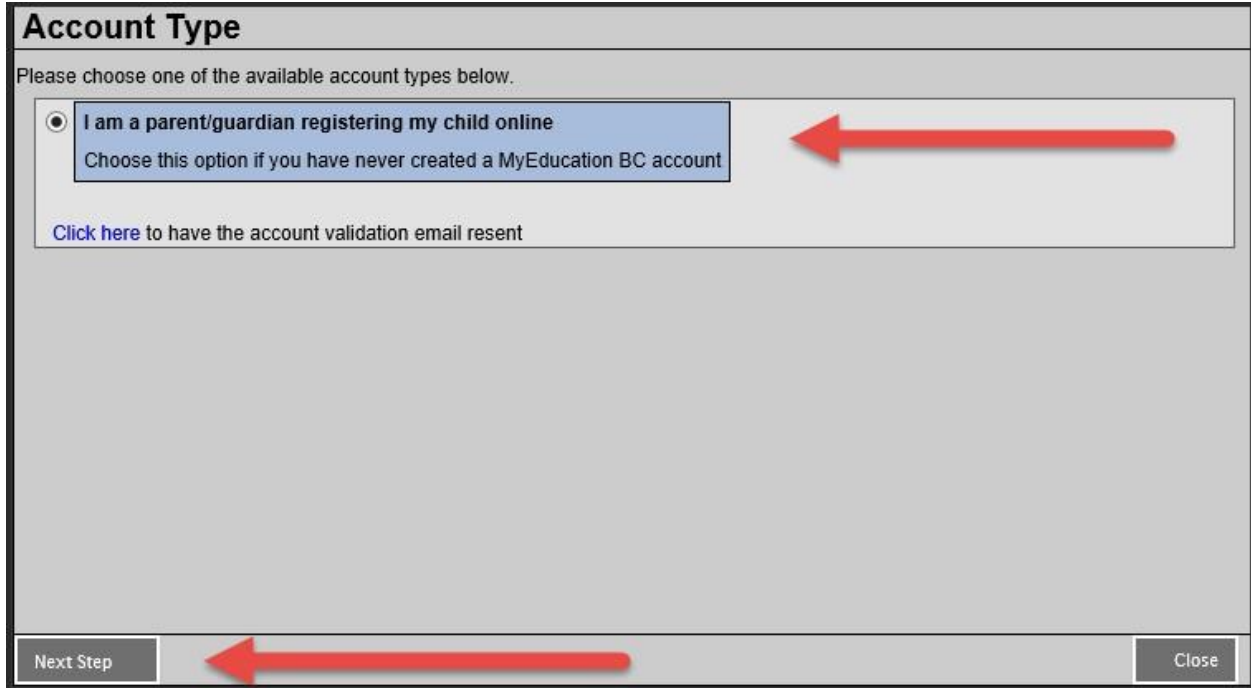
### Account Type

Please choose one of the available account types below.

**I am a parent/guardian registering my child online**  
Choose this option if you have never created a MyEducation BC account

[Click here](#) to have the account validation email resent

Next Step Close



### 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.

### Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

Legal first name *	Parent
Legal last name *	Test
Street address *	2222-2 Street
RR Number / PO Box	
City *	Langley
State/province *	BC
Postal code *	V1M 3N3
Home phone *	604-999-9999
School District *	Langley

Previous Step Next Step Close



## 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 *	<input type="text"/>
Confirm email *	<input type="text"/>
Password *	<input type="password"/> <a href="#">Requirements</a>
Confirm Password *	<input type="password"/>
Security question *	<input type="text" value="What is your favourite vacation spot?"/>
Security answer *	<input type="password"/>
Confirm answer *	<input type="password"/>

## Confirmation needed for process to finish

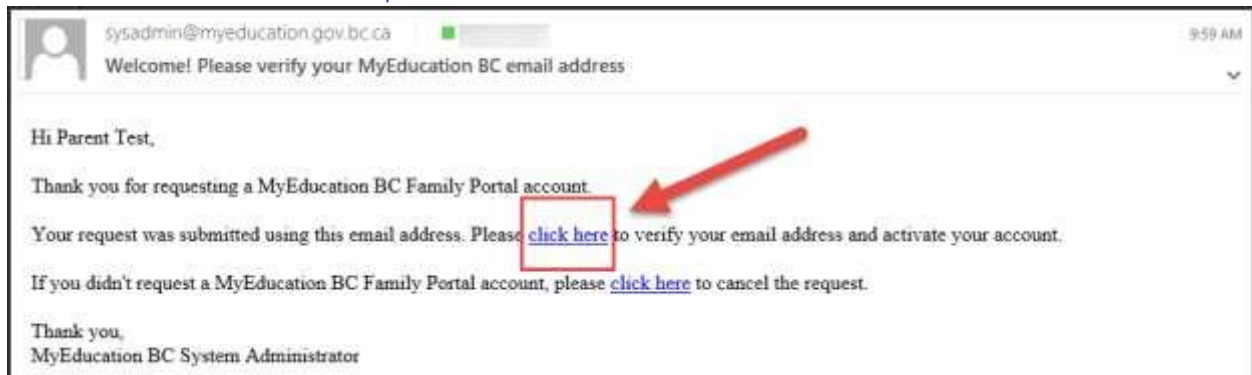
### Confirmation

✔ 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.

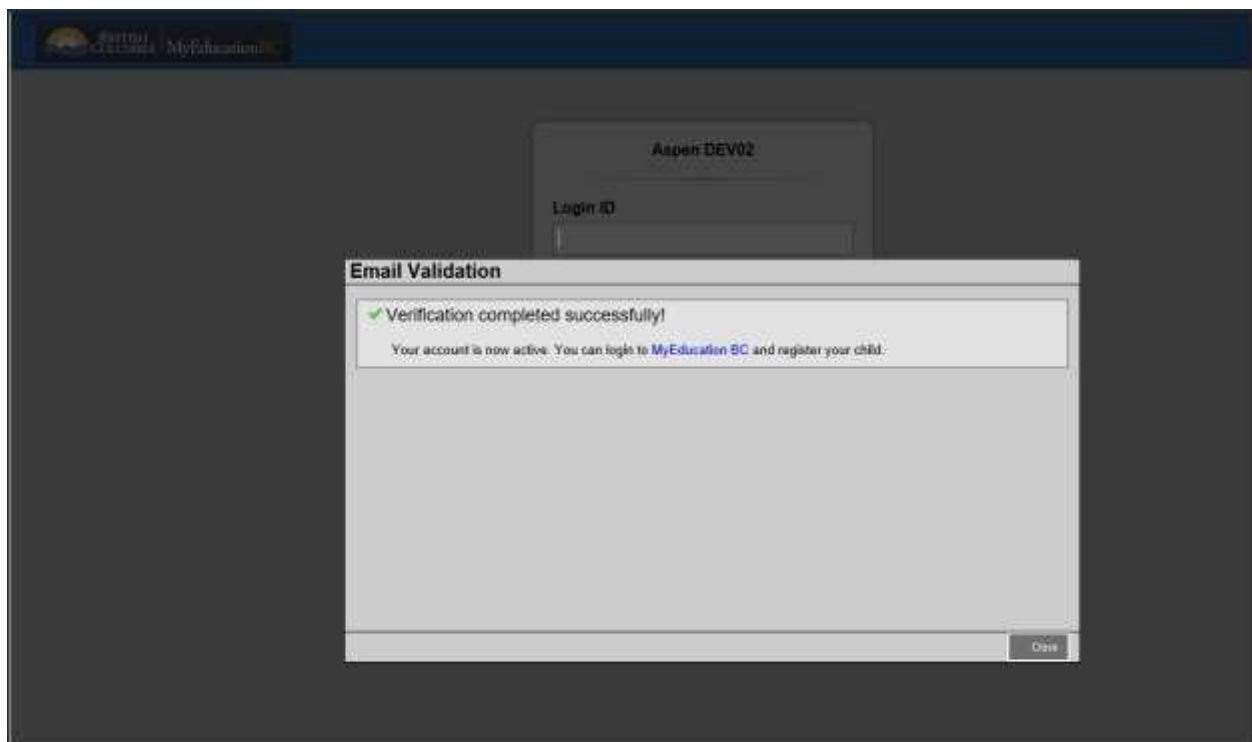
## Verification Email sent to parent



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 submitted registration.

The screenshot shows the MyEducation BC website interface. At the top, there is a navigation bar with the year '2019-2020' and a 'Log Off' link. Below this is a banner for 'MyEducation BC' with the text 'One Student. One Record. All of British Columbia.' and a photo of children. A central message reads 'Welcome to MyEducation BC DEV02 - Aspen 6.1 Development'. The main content area is divided into several sections: 'Recent Activity' with a search bar, 'Published Reports' (showing 'No published reports'), and a table of 'Records waiting to be signed'.

Item	Date	Submitted	Workflow	Status
Class Book	21	Not submitted		Accepted
Class Register		Not submitted		Accepted

Red arrows in the image point from the 'Accepted' status in the table to the 'Accepted View' link in the 'Recent Activity' section. Below the table, there is a 'Protecting Personal Information' section with links to 'Freedom of Information and Protection of Privacy Act', 'School Act', and 'Independent School Act'.

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

Start	Student	School	Family/Contacts	Additional Information	Documents	Submit
-------	---------	--------	-----------------	------------------------	-----------	--------

**Instructions**

Please complete each of the tabs, and then "Submit" when finished.

If you need to stop and come back later, select **Save & Close**. All your information is automatically saved when you move to a new tab, or select the "Next" or "Previous" buttons.

**Personal Information Notice**

The information required for registration purposes on this form is collected by Districts and Schools in BC under the authority of the School Act, Section 13 and 79, and in accordance with s. 25(k) of the Freedom of Information and Protection of Privacy Act (FOIPPA, BC). The information provided will be used for educational program and administrative purposes, and if required, may be provided to health services, social services or support services as outlined in Section 79(2) of the School Act. The information collected on this form will be protected consistent with s. 30 of FOIPPA, BC. If you have any questions about the information recorded on this form, please contact your District or School Administrator.

Contact information can be found on the [BC K-12 School and District Contact Information](#) page.

**School Year Selection**

To begin a registration application, select a school year below:

2020-2021

2021-2022

All your changes are saved when you click the "Next" or "Previous" buttons. You may click "Save & Close" at any time to save your work and return to complete the registration application later.

## 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

Start	<b>Student</b>	School	Family/Contacts	Additional Information	Documents	Submit
-------	----------------	--------	-----------------	------------------------	-----------	--------

Student Information	
<b>Legal Name</b>	
First *	<input type="text" value="Student1"/>
Middle	<input type="text"/>
Last *	<input type="text" value="Test1"/>
Suffix	<input type="text"/>
Gender *	<input type="text" value="F"/>
<b>Preferred Name</b>	
First *	<input type="text" value="Student1"/>
Middle	<input type="text"/>
Last *	<input type="text" value="Test1"/>
PEN	<input type="text"/>
If you wish to voluntarily identify this student as being a person of Indigenous Ancestry, select one: <input type="text"/>	

Birth and Citizenship	
<b>Place of birth</b>	
Country of birth *	<input type="text" value="CAN"/> Canada
<b>If born in Canada</b>	
Province of birth	<input type="text" value="BC"/>
Country of citizenship *	<input type="text" value="CAN"/> Canada
<b>If not born in Canada</b>	
Arrival in BC	<input type="text"/>
Arrival in Canada	<input type="text"/>

Age and Grade Level	
Enter the student's date of birth, which will determine the grade and age on Dec 31 in the school year for which you are registering.	
If the calculated grade below does not match the grade you are registering for, please enter the desired grade in the Comment field on the Submit tab at the end of the registration application.	
Date of birth (mm/dd/yyyy) *	<input type="text" value="8/1/2016"/> Age 4
Age as of Dec 31	5
Grade level	KF

Phone Information	
Enter phone information below	
Type	Number
Home phone *	<input type="text" value="999-999-9999"/>
Work phone	<input type="text"/>
Cell phone	<input type="text"/>
Phone numbers will be formatted according to the pattern: '918-123-4567' or with an extension '918-123-4567 x123'	

Address Information			
The physical address of the student must be entered. Mailing and other addresses may also be added.			
Address Type	Address Line 1	Address Line 2	Address Line 3
<input type="checkbox"/> Physical	99 999 Street		Langley BC V1M 2C5
<input type="button" value="Add"/>	<input type="button" value="Delete"/>		



## School Selection

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

## School Tab

Start Student **School** Family/Contacts Additional Information Documents Submit

### School Selection

All School District Websites provide detailed information around Kindergarten registration details that are unique to their own district processes.  
The Ministry provides details around Full Day Kindergarten [here](#).  
Below you will see a list of schools participating in online registration based on the selected school district and the calculated grade level.  
Please select from this list. If the school desired is **not listed** as a participant to online registration:

- Ensure you have the correct School District selected
- Indicate the desired school in the **Comment** field on the Submit tab
- Contact the desired school for registration information

**Note:** If the district you are registering for is not available in the list, please check that district's website for their registration process.

School district:

**Required:** Select the school appropriate for your address:  Grade: KF

Filter this list by school name or city:

Requested School	Address	City	Phone	Start Grade	End Grade
<input checked="" type="radio"/> Alex Hope Elementary	2282 - 1150 Bailey	Sayward	604-640-9576	KF	07
<input type="radio"/> Alice Brown Elementary	7748 27735 Roundhouse	East Gwillibury	604-665-7056	KF	07
<input type="radio"/> Belmont Elementary	8141 Russell Ave, Moricetown	Foremost	604-217-7488	KF	07
<input type="radio"/> Blacklock Fine Arts Elementary	8685 Covina St	SiKae-dahk	604-108-3811	KF	06
<input type="radio"/> Coghlan Fundamental Elementary	3118 OceanView	Marsh lake	604-206-4507	KF	07
<input type="radio"/> Dorothy Peacock Elementary	9011 King William	Bridgwater	604-268-5519	KF	07
<input type="radio"/> Douglas Park Community	5154 Lowry's Pl	Colstream	604-693-9676	KF	06
<input type="radio"/> Fort Langley Elementary	8119 Hilltop Road	CALGAR	604-563-9139	KF	07
<input type="radio"/> Glenwood Elementary - Langley	185 Bluenose Ave	Sudbury	604-951-1982	KF	07
<input type="radio"/> Gordon Greenwood Elementary	7449 A Eby St	ACTON	604-324-1799	KF	07

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to save your work and return to complete the registration application later.

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.

The screenshot shows a web application interface with a top navigation bar containing tabs: Start, Student, School, Family/Contacts (selected), Additional Information, Documents, and Submit. Below the navigation bar is a section titled "Parent/Guardian/Other Contact" with a green header. It contains instructions: "Click on your name to complete your own record, then select Add to add any additional contacts. You must complete the relationship field for each contact you add. Click on the contact's first name to finish filling out any missing information." Below this is a table with columns: First Name, Last Name, #, Relationship, Phone 1, Phone 1 Type, Phone 2, Phone 2 Type, and Email. A single row is visible with "Parent1" in the First Name column, "Test1" in the Last Name column, "1" in the # column, and "999-999-9999" in the Phone 1 column. Below the table are "Add" and "Delete" buttons. A second section titled "Siblings" with a green header contains instructions: "Click Add to add any siblings who are ALREADY attending a school in this district." Below this is a table with columns: First Name, Last Name, Sibling Grade, and School Name. The table is empty, showing "No matching records". Below the table are "Add" and "Delete" buttons. At the bottom of the form, a note states: "All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to save your work and return to complete the registration application later." At the very bottom are four buttons: "Previous", "Save & Close", "Next", and "Cancel".

Parents will be prompted to fill in relationship field before leaving this page.



**Complete this form for at least one parent/guardian**

First name \*   
Last name \*   
Relationship \*   
Allow portal access?

**Email Address**  
For custodial parent/guardians, a primary email is required.  
Email  
Primary email   
Alternate email

**Phone Information**  
Priority #  Type  Number   
Home phone \*  Phone numbers will be formatted according to the pattern:  
Work phone  915-123-4567  
Cell phone  or with an extension:  
915-123-4567 x123

**Contact Questions**  
Does this contact live with this student?  Yes  No  
Is this contact a guardian for this student?  Yes  No  
Can this contact pick up the student?  Yes  No

Address fields are optional for non-custodial contacts

**Physical Address**  
Is the physical address the same as the student?

**Mailing Address**  
Mailing address same as the physical address?

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.

Start Student School Family/Contacts **Additional Information** Documents Submit

---

### School History

Last School or StrongStart/Program of Attendance

No previous school	<input type="checkbox"/>	Previous school address	<input type="text"/>
Date last attended	<input type="text"/>	Previous school city	<input type="text"/>
Reason for leaving	<input type="text"/>	Previous school province	<input type="text"/>
Previous school grade	<input type="text"/>	Previous school country	<input type="text"/>
Previous school district	<input type="text"/>	Comment	<input type="text"/>
Previous school name	<input type="text"/>		
Previous school phone	<input type="text"/>		

Has the student ever attended a school in this District?  
If yes, what is the name of the last school attended in this District?

---

### Medical Information

Does this student have a medical condition? Click Add and provide a description of the condition.

Medical Condition	Life Threatening
<input type="checkbox"/> Asthma	No

Enter any additional medical notes

---

### 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)?

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

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.

Start	Student	School	Family/Contacts	Additional Information	<b>Documents</b>	Submit
-------	---------	--------	-----------------	------------------------	------------------	--------

**Documentation**

**Required Documentation for Students New to the District**


The following is a list of required documentation to complete school registration. You may:

- Upload documents with your registration application or
- Provide documentation directly to the school upon acceptance of your registration application

Proof of school age and status in Canada. This can be shown using the following forms of identity verification documents:

- BC Services Card, Birth Certificate, Valid Passport, Immigration Documents, Permanent Residence Card for both you and your child
- Proof of ordinary residence (a document such as your current year property tax receipt, current month rental receipt, or a purchase/rental agreement)

Note: Further documentation may be requested.

Name	Filename	Document
<input type="checkbox"/> Birth Certificate	brithcertificate.jpg	

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to save your work and return to complete the registration application later.

## 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

Start Student School Family/Contacts Additional Information Documents **Submit**

**Done!**

Congratulations! You have reached the end of the Registration application.

Comment: Enter any final notes or comments for the registrar (optional)

I would like my child to go to my closest school not the catchment school. My closest school is one block away, Alice Brown. Thank you

You may click **Save and Close** at any time to save your work and return to complete the registration application later.  
Before submitting your registration application, please review the information you have entered by clicking on each tab.  
**Note:** Once you click the **Submit** button you will not be able to edit this Registration application.

Previous Save & Close Next Submit Cancel

### View from Family Portal – Awaiting Review

Published Reports				
Filename	DateUploaded	Creator	Description	
No published reports				
Start a new Online Registration				
<a href="#">+ Initiate...</a>				
Resume working on any Online Registration that has already been started				
Name	Grade	School > Name	Workflow Phase	Actions
Test1, Student1	KF	Alex Hope Elementary	Awaiting review	

Protecting Personal Information

Protecting personal information is critical to everyone using MyEducation BC. While school districts are responsible for the protection of their students and staff's personal information, the Ministry of Education ensures personal information is secure within MyEducation BC by implementing industry best practices and following strict privacy requirements.

Learn more about how personal information is protected within MyEducation BC by visiting the following links:

- Freedom of Information and Protection of Privacy Act
- School Act
- Independent School Act

## 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		

## Confirmation email from school

Online Registration for Student1 Test1 received Inbox x

**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.