

## 1 MyEducationBC

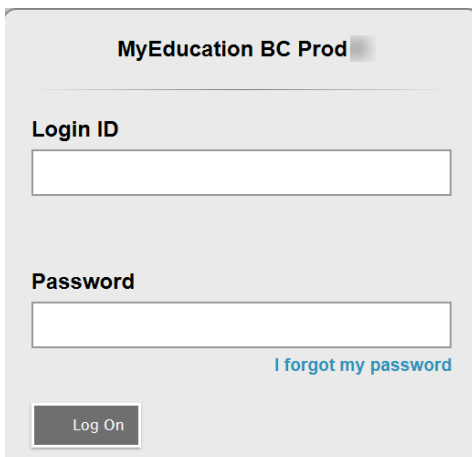
The MyEducationBC (MyEdBC) application is a secure portal used in most school districts in the Province of BC. Security is guided by the rules and regulations of the School Act and Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns please contact your 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'.

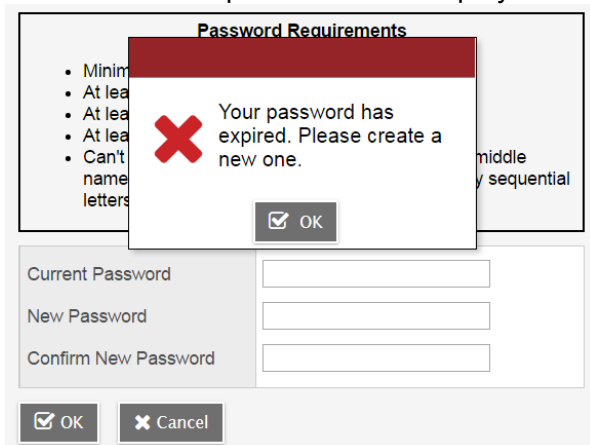
The MyEdBC website is: <https://www.myeducation.gov.bc.ca/aspen/login.do>

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



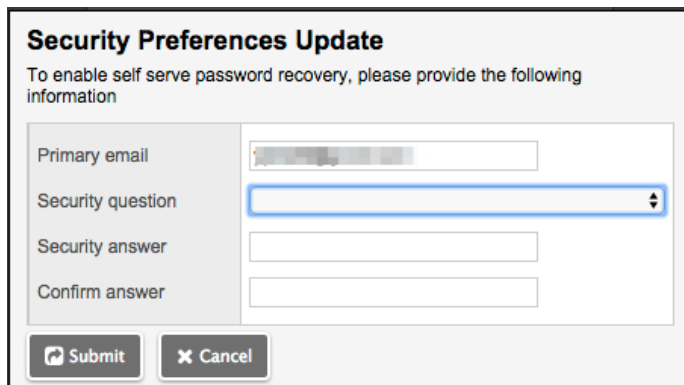
The login form is titled "MyEducation BC Prod". It contains two input fields: "Login ID" and "Password". Below the "Password" field is a blue link that says "I forgot my password". At the bottom left is a "Log On" button.

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 password change form has a red header "Password Requirements". Below it is a list of requirements: "Minim", "At lea", "At lea", "At lea", and "Can't name letters". A red "X" icon is next to the text "Your password has expired. Please create a new one." Below this is an "OK" button. The form also has three input fields: "Current Password", "New Password", and "Confirm New Password". At the bottom are "OK" and "Cancel" buttons.

- 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 Preferences Update**

To enable self serve password recovery, please provide the following information

Primary email	<input type="text"/>
Security question	<input type="text"/>
Security answer	<input type="text"/>
Confirm answer	<input type="text"/>

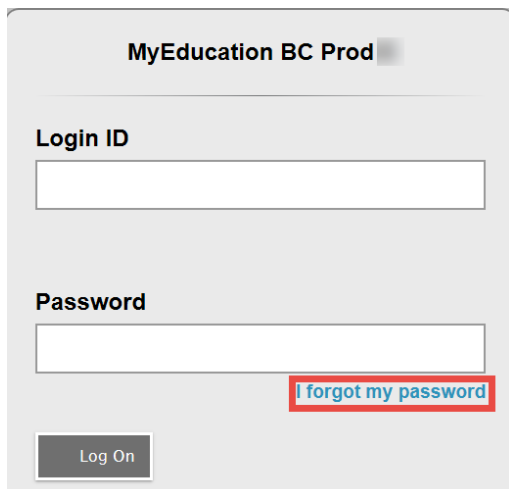
## 2.1 Preferences

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.



**MyEducation BC Prod**

**Login ID**

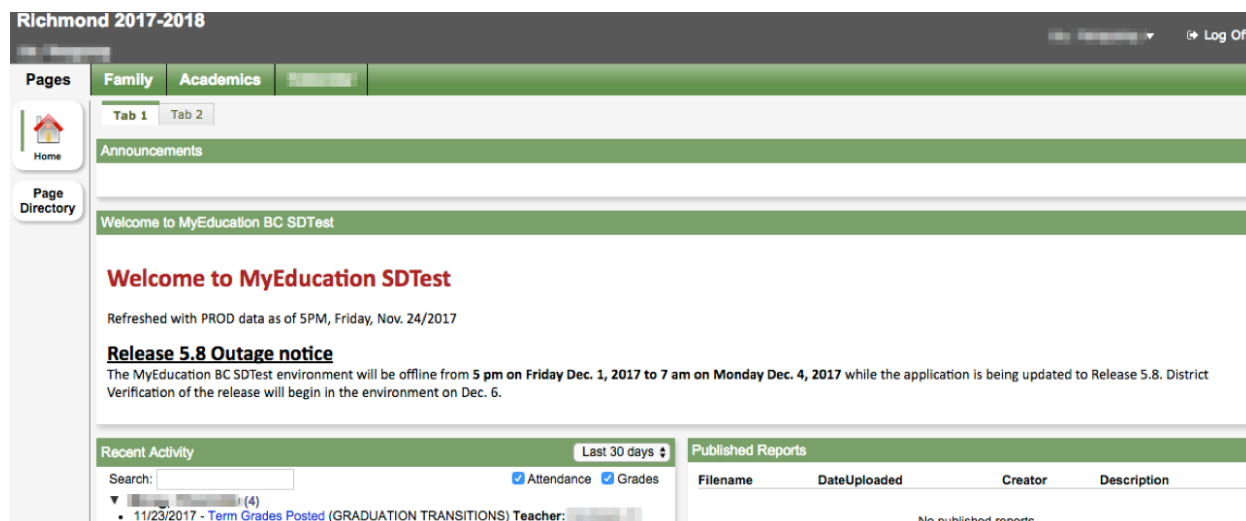
**Password**

[I forgot my 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



**Richmond 2017-2018**

Pages: **Family** Academics

Tab 1 Tab 2

Home

Page Directory

Announcements

Welcome to MyEducation BC SDTest

**Welcome to MyEducation SDTest**

Refreshed with PROD data as of 5PM, Friday, Nov. 24/2017

**Release 5.8 Outage notice**

The MyEducation BC SDTest environment will be offline from 5 pm on Friday Dec. 1, 2017 to 7 am on Monday Dec. 4, 2017 while the application is being updated to Release 5.8. District Verification of the release will begin in the environment on Dec. 6.

Recent Activity Last 30 days

Search:

☒ Attendance ☒ Grades

11/23/2017 - Term Grades Posted (GRADUATION TRANSITIONS) Teacher: [redacted]

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

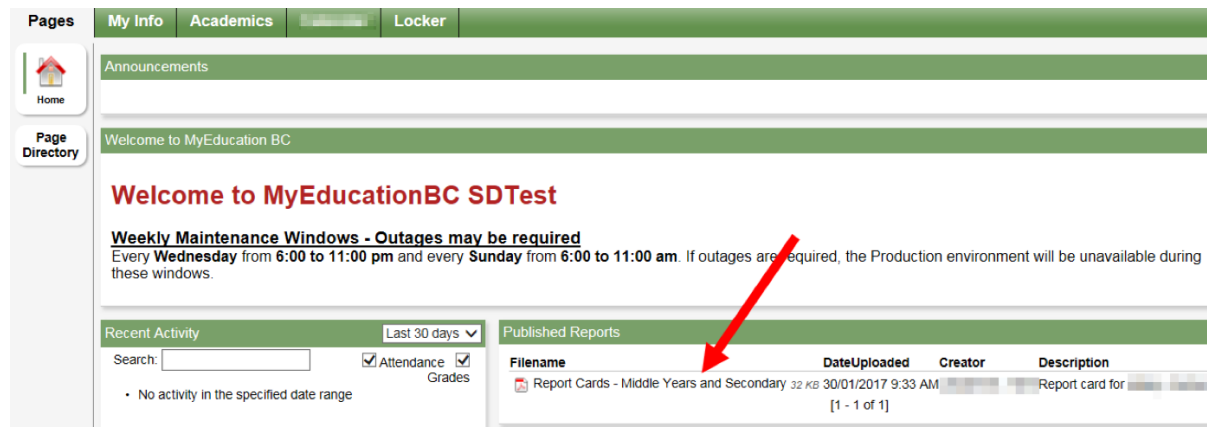
#### 3.1 Pages Top Tab

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

Page Directory

Announcements

Welcome to MyEducation BC

**Welcome to MyEducationBC SDTest**

**Weekly Maintenance Windows - Outages may be required**

Every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am. If outages are required, the Production environment will be unavailable during these windows.

Recent Activity Last 30 days

Search:

☒ Attendance ☒ Grades

No activity in the specified date range

Published Reports

Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary 32 KB	30/01/2017 9:33 AM	[redacted]	Report card for [redacted]

[1 - 1 of 1]

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.

Richmond 2017-2018

Pages Family Academics

**Students**

Details Options Reports Help Search on Name 0 of 1 selected Active Students

	Name	DOB	Grade	School > Name
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Transcript Assessments 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.