

1 MyEducationBC

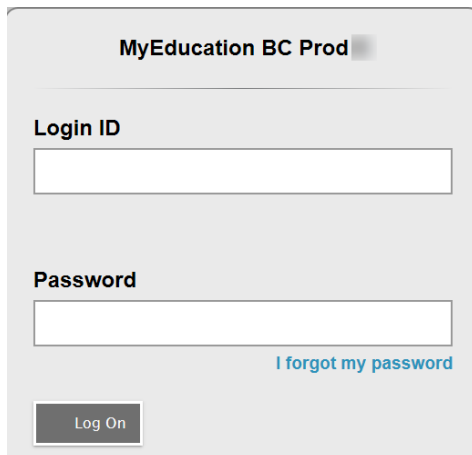
The MyEducationBC (MyEdBC) application is a secure portal used in most school districts in the Province of BC. Security is guided by the rules and regulations of the School Act and Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns please contact your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

2 Logging In

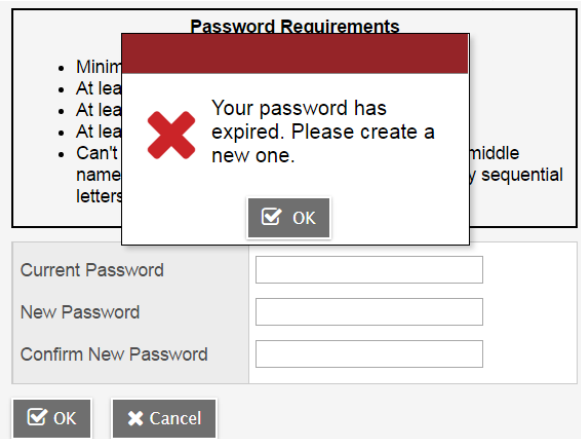
A **Login ID** and a temporary **Password** will be provided to you by email at the time your account is created. The email will come from 'sysadmin@myeducation.gov.bc.ca'.

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

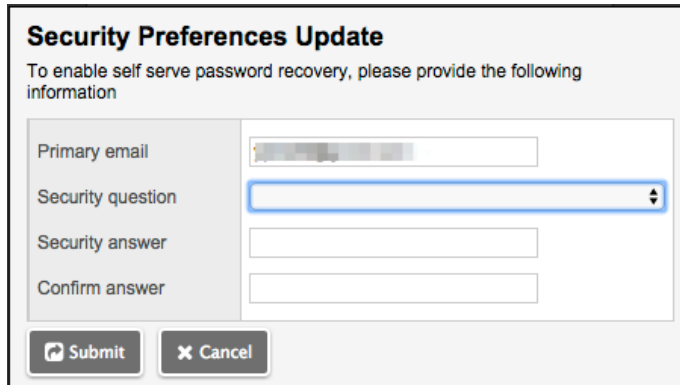
1. Enter your **Login ID** and temporary **Password**
2. Click **Log On**



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.



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.

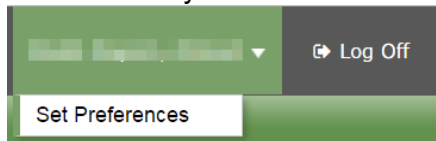


Security Preferences Update
To enable self serve password recovery, please provide the following information

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.

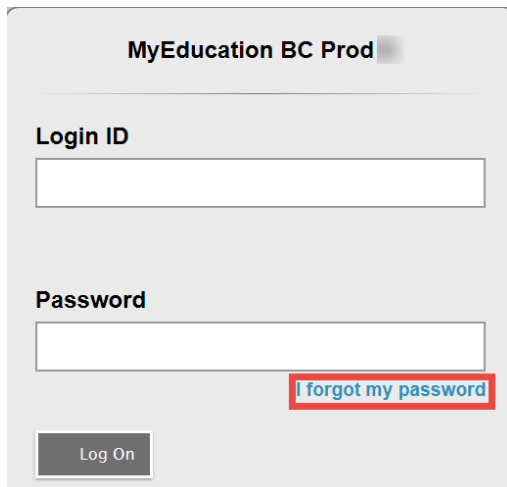


Log Off

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

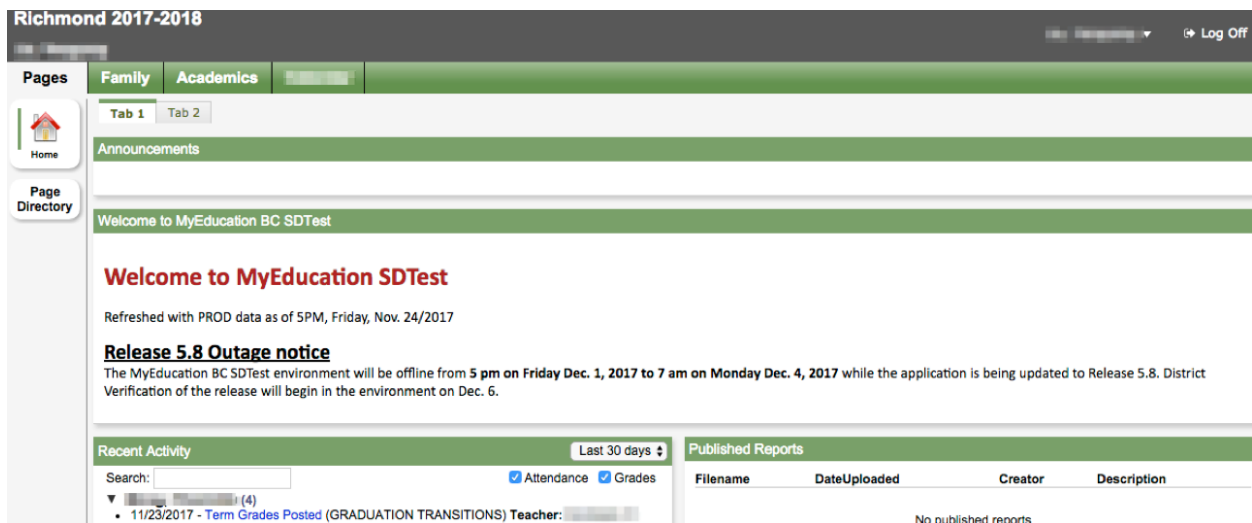
[I forgot my password](#)

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



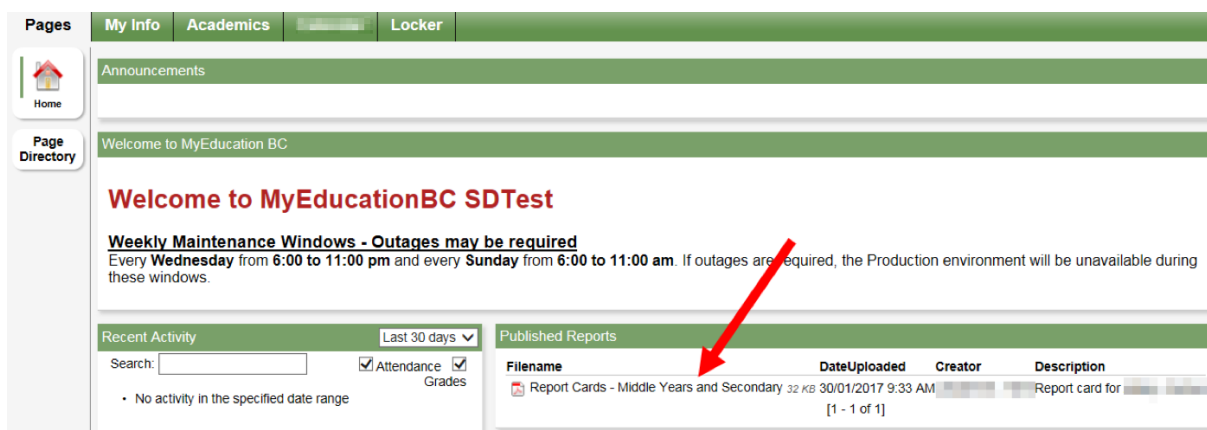
3.1 Pages Top Tab

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.



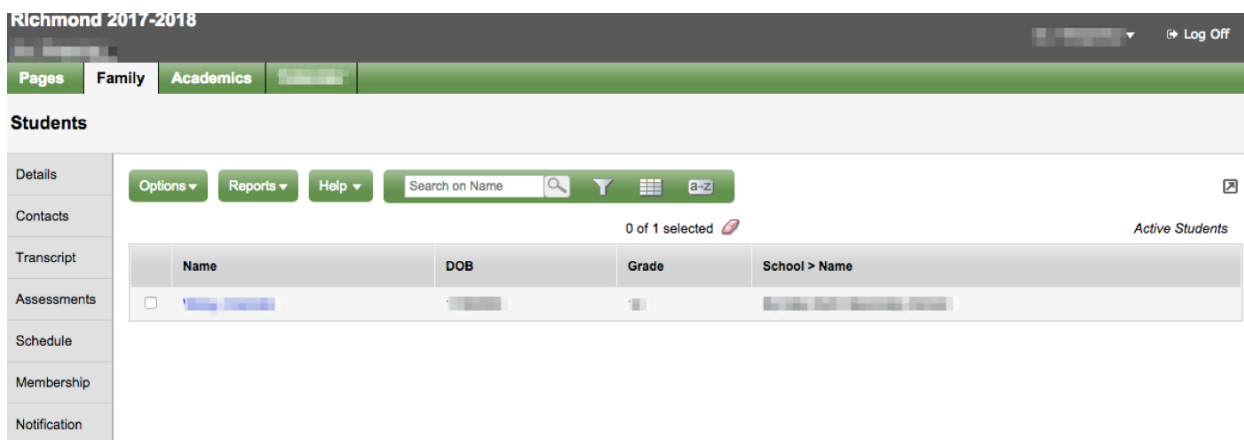
Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary	32 KB 30/01/2017 9:33 AM		Report card for

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 'Richmond 2017-2018' parent portal interface. The 'Family' tab is selected in the top navigation bar. Below the navigation bar, there is a 'Students' section with a sidebar on the left containing tabs for 'Details', 'Contacts', 'Transcript', 'Assessments', 'Schedule', 'Membership', and 'Notification'. The main content area includes a search bar with 'Search on Name', a filter icon, and a table of students. The table has columns for 'Name', 'DOB', 'Grade', and 'School > Name'. A checkbox is visible next to the first student's name. The text '0 of 1 selected' and 'Active Students' is displayed above the table.

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.