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/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.

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.

**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.
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.
Assignments side tab may provide assignment and assessment information.

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.

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.

3.4 Calendar Top Tab
You are able to view the calendar by Day, Week, or Month.

This calendar may contain School Calendar information, as well as teachers may include information about when assignments were assigned and due.

You are able to enter your own Appointments in this calendar by using the Options menu and selecting Add Appointment.