

## **SCHOOL DISTRICT NO. 62 (SOOKE)**

3143 JACKLIN ROAD,

VICTORIA, BRITISH COLUMBIA ◆ V9B 5R1 TELEPHONE: 250-474-9800 FAX: 474-9825

WEBSITE: WWW.SD62.BC.CA

## Dear Student:

We are very excited that students are now able to view and download their reports online. Your pupil number, along with your password will allow you to do online course selection, view your schedule, report cards, recent attendance history, and parent/emergency contact information. You must use a <u>desktop or laptop</u> computer to activate your user account for the first time.

- 1. Go to https://myeducation.gov.bc.ca/aspen/logon.do
- 2. Use your pupil number as the LOGIN ID along with the temporary password assigned
- 3. You will be prompted to change your password and create your security preferences (recovery email in the case that you forget your password, security question and answer).
- 4. The screen below will appear.



- Click on the pdf file on the right hand side to download and view the report card.
- On the left, under recent activity, you are able to view information about any recent absences.
- The My Info top tab allows you to view demographic information, current schedule and contacts.
- If you forget your password, ENTER your LOGIN ID and click "I forgot my password". A new temporary password will be emailed to you.
- If you have disabled your account, please email <u>belmontmyedportalsupport@sd62.bc.ca</u>

