



Dear Parents and Guardians:

Re: Parent Portal Access for Viewing Report Cards

Report Cards will be published by late afternoon on each report card date. You will receive an email notification once report cards are published. Please note it may take up to 90 minutes after the email for the report to appear in the portal once published. Please ensure your accounts and passwords are up to date prior to this date.

Parents with existing accounts:

Please go to the MyEd web-site to login: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

Please note that you may need to change your password. If you cannot remember your password, please click on “Forgot Password” and you will go through a process of resetting your password. Please ensure your password is ready before report cards are published so we can assist you as needed when reports are published on Thursday, March 8th.

Parents new to North Vancouver School District without a parent account:

You should have recently received an email from MyEducation BC with instructions about how to log in to the MyEducation BC Parent Portal. Please check your email inbox for an email from accounts such as sysop@myeducation.gov.bc.ca or admin@myeducation.gov.bc.ca which will include your User ID and temporary password.

To Access the MyEducation BC System:

1. Visit www.myeducation.gov.bc.ca/aspen (Please bookmark this website)
2. Make sure popups are enabled for your browser
3. Your user name will be: the email address you provided to the school
4. If you are new, your temporary password will be provided in the email as one-time log in password generated by the system. Both user name and password are case sensitive.
5. Enter your user name and password then click Log On to access the system. If you are new, you will be prompted to change your password immediately. It is very important to enter security information so that in the future you can click “I forgot my password” to receive a new password. Once inside the MyEducation BC system you can navigate around to view information for your student(s).

Helpful hints:

- You only have five (5) attempts per day to log in unsuccessfully before your account will become disabled
- You CANNOT copy and paste the ID and Password (it must be typed in).
- You must use a laptop or desktop computer. Some work computers may have a server firewall or popup blockers that prevent access to the website.

- When you log in, you must follow all instructions to reset your password for your account and set up your security question. Passwords must be reset every 90 days for security purposes.
- When report cards are published to the Portal, they are accessible in the Published Reports area and will appear as PDF documents. These should be viewed, printed, or saved electronically by parents. Report cards will only remain visible for the current school year and will disappear from the Parent Portal on July 31st each year.

Should you have any questions or concerns about Parent Portal access, please do not hesitate to contact argyle@sd44.ca. When making inquiries, please provide us with your full name, your e-mail address, and the full names and grades of any children you have in the North Vancouver School District. We will respond to your inquiry as soon as possible.

Sincerely,

Argyle Secondary School