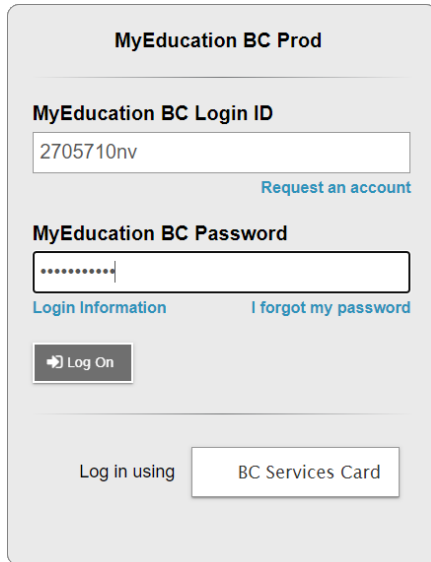


# MyEducation BC Family Portal

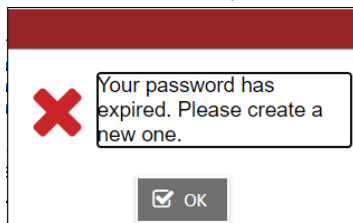
## Logging into Student Account

- 1 Go to <https://myeducation.gov.bc.ca/aspn/logon.do>
- 2 Enter the *Login ID* and *temporary password*. Click Log On.



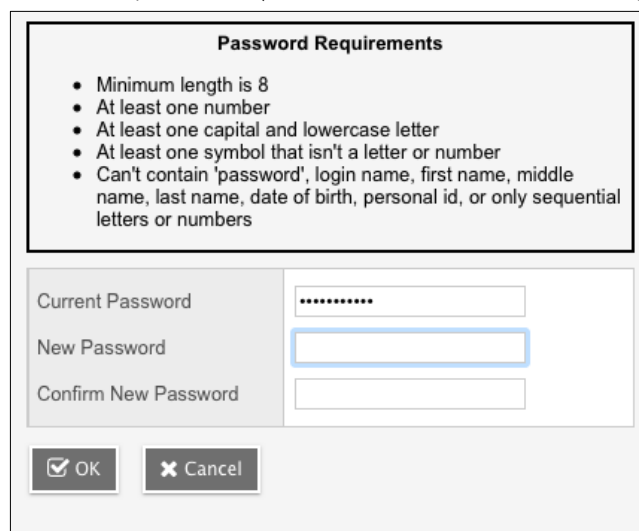
The screenshot shows the login interface for MyEducation BC Prod. It includes a title bar, a section for 'MyEducation BC Login ID' with a text input field containing '2705710nv' and a 'Request an account' link, a section for 'MyEducation BC Password' with a masked password field, 'Login Information' and 'I forgot my password' links, a 'Log On' button, and a 'Log in using' section with a 'BC Services Card' button.

- 3 Click OK on the "Your password has expired" message.



The screenshot shows a red error message box with a red 'X' icon. The text reads: "Your password has expired. Please create a new one." Below the message is an 'OK' button.

- 4 Create a new password (the *Current Password* is the temporary password). Click OK.



The screenshot shows a 'Password Requirements' dialog box. It lists the following requirements:

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Below the requirements are three input fields: 'Current Password' (masked with dots), 'New Password' (highlighted with a blue border), and 'Confirm New Password'. At the bottom are 'OK' and 'Cancel' buttons.

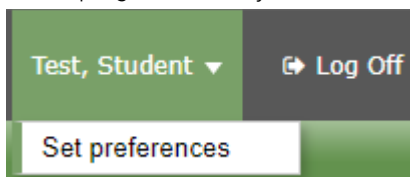
- 5 Primary email will be your student email. Add a security question and answer (answers are case sensitive). Click Submit.



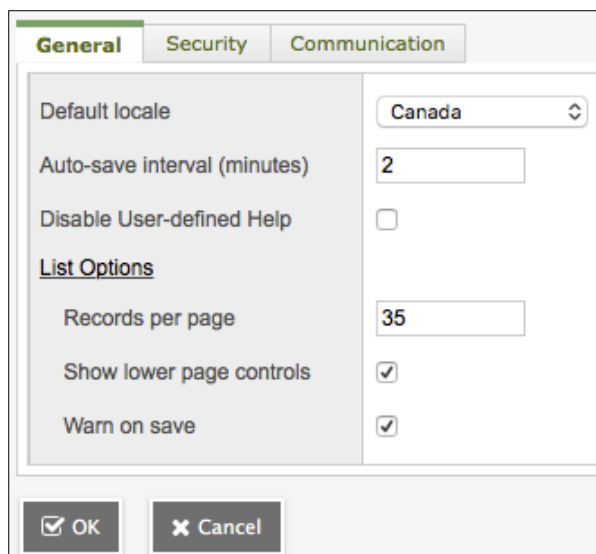
## Navigating the Family Portal

*(If using a mobile device, click View Full Site under the heading for Full Site)*

- 6 In the top right of the MyEd screen, click your name. Click *Set Preferences*.

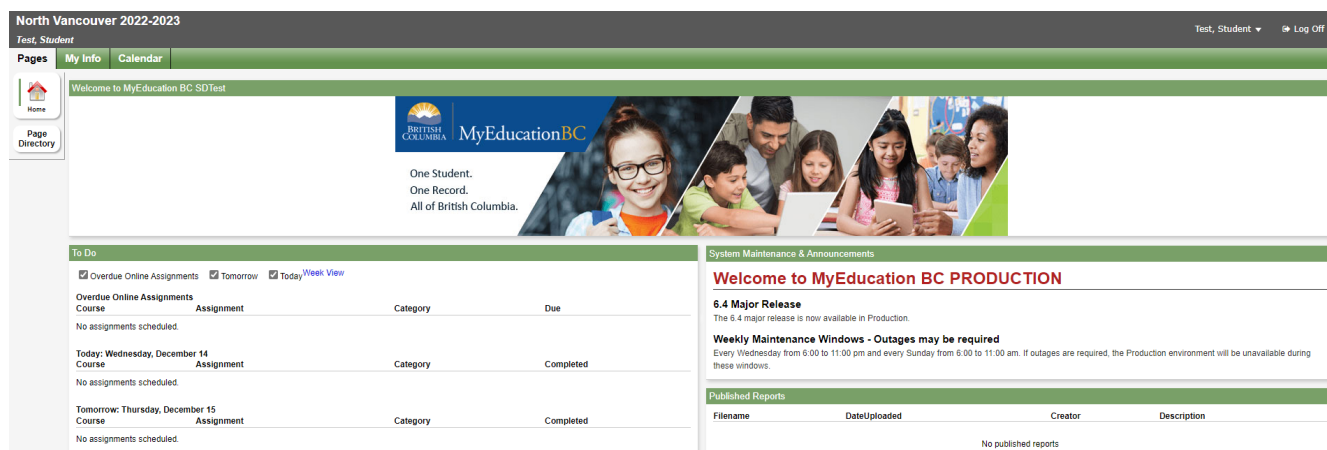


- 7 On the *General* tab of *Set Preferences*, match the settings below:



- Default locale = *Canada*
- Auto-save interval (minutes) = *2*
- Disable User-defined Help = *leave unchecked*
- Records per page = *35*
- Show lower page controls = *checked*
- Warn on save = *checked*

Click OK.



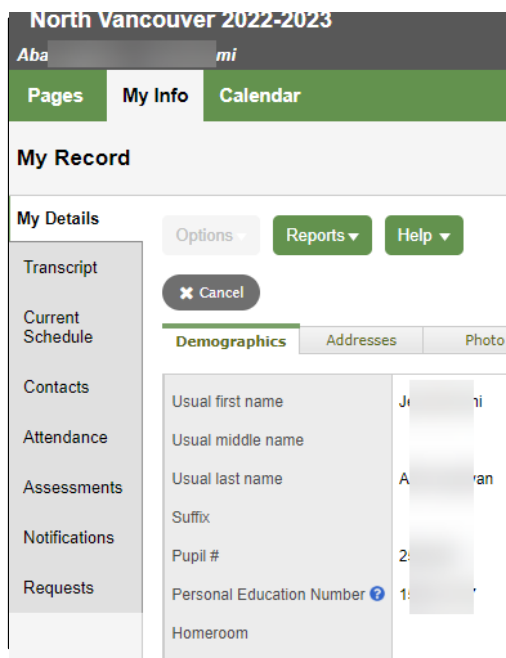
**Report cards** can be viewed within the *Pages* Top Tab in the *Published Reports* area on the right side of the page. These will appear when published by the school for each reporting period, and only remain visible until July 31<sup>st</sup> - after this date, they disappear.

Report cards should be downloaded and saved (or printed). They open in PDF format.

**Student Details** are in the *My Info* Top Tab.



**My Info** has Side Tabs that hold information:



**My Details** – Name, birthdate, address, etc.

**Transcript** – Credit Summary and Grad Summary (for Secondary students).

**Current Schedule** – List view or Matrix view.

**Contacts** – Parents and Emergency Contacts.

**Assessments** – District & Ministry assessments.

**Notifications** – Currently not used.

**Requests** – May be used to submit course requests (school decision).

To **log out** of the MyEd Family Portal, click the *Log Off* button in the top right. **Do not** just close the tab or browser window.



