



Dear Parents and Guardians:

February 23, 2018

### Re: Set-Up of Parent Portal Access for Viewing Report Cards

Last year, School District 44 adopted the online Parent Portal to communicate student learning. Report Cards will be published on **WEDNESDAY MARCH 7th** at 8:00 p.m. Please ensure your accounts and passwords are up to date prior to this date.

#### **RETURNING PARENTS WITH EXISTING ACCOUNTS:**

Please go to the MyEd web-site to log in. Please note that you will need to change your password. At this time you will not see last year's report cards as indicated in emails from last year. If you can't remember your password, please click on "Forgot Password" and you will go through a process of resetting your password. Please do this before the weekend so we can assist you as needed.

#### **PARENTS/GUARDIANS who DO NOT yet have an ACCOUNT:**

You will be receiving an email from MyEducation BC On March 1<sup>st</sup> 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](mailto:sysop@myeducation.gov.bc.ca) or [admin@myeducation.gov.bc.ca](mailto:admin@myeducation.gov.bc.ca) which will include your User ID and temporary password. Content in the email will include the following information:

*Welcome to the **Queen Mary Community Elementary MyEducation BC PARENT PORTAL** which will allow access to see grades, attendance and other information on your child(ren). Each parent or guardian will have their own separate account.*

*To Access the MyEducation BC System:*

- 1. Visit [www.myeducation.gov.bc.ca/aspn](http://www.myeducation.gov.bc.ca/aspn) (it is suggested you bookmark this website)*
  - 2. Make sure popups are enabled for your browser*
  - 3. Your user name will be: xxxxxxxxxxxx (it will be your email address)*
  - 4. Your temporary password will be: xxxxxxxx (this is a one-time log in password generated by the system)*
- NOTE: Both user name and password are case sensitive*
- 5. Enter your user name and password then click Log On to access the system. You will be prompted to change your password immediately, and 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).  
\*\*\* Please do not reply to this generated email.*

#### **HELPFUL HINTS:**

- You only have five (5) attempts 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 31<sup>st</sup> each year.

Should you have any questions or concerns about Parent Portal access, please do not hesitate to contact [queenmary@sd44.ca](mailto:queenmary@sd44.ca) and will respond to your inquiry as soon as possible.

Sincerely,

Jennifer Wilson  
Principal at Queen Mary Community School

