

# MyEducation BC

## How to Use the Parent Portal

In the Family Portal parents/guardians with an account can View/Save/Print their student(s) Report Cards.

Both a video and written instructions along with Tips is available on the school's website. This information will be sent to you in a separate email in advance of you receiving your login and password. Please watch the video and watch the instructions so you will know what to do once your account has been issued.

Accounts will be created for parent/guardians that have provided an email address to the school. A username (same as email) and a temporary password will be emailed to that address. Here is a sample of the email you will receive:

sysadmin@myeducation.gov.bc.ca is from the MyEducation system - do not delete this email when it arrives. Also is don't receive check your Trash/Junk folders in case it was redirected.

From: sysadmin@myeducation.gov.bc.ca [mailto:sysadmin@myeducation.gov.bc.ca]  
Sent: Friday, January 08, 2016 9:43 AM  
To: Mickey Mouse <mmouse@gmail.com>  
Subject: Welcome to the North Vancouver Parent Portal

Welcome to the North Vancouver 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 <http://www.myeducation.gov.bc.ca/aspn>
2. Make sure popups are enabled for your browser
3. Your user name will be: mmouse@gmail.com
4. Your temporary password will be: MENU408scan

NOTE: Both user name and password are case sensitive

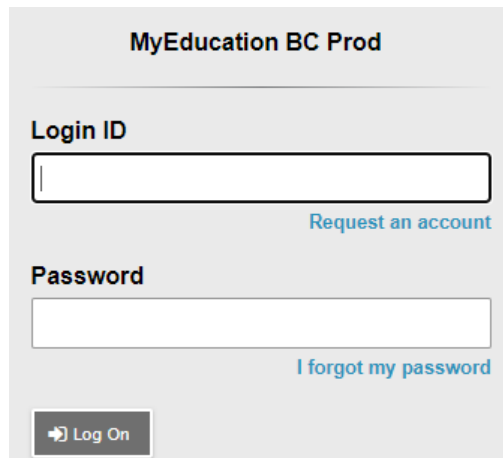
5. Enter your user name and password then click Log On to access the system. You will be prompted to change your password, and fill out some information so that in the future you can click "I forgot my password" to receive a new password.

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

Pop Ups should be enabled for some features of the site to work properly.

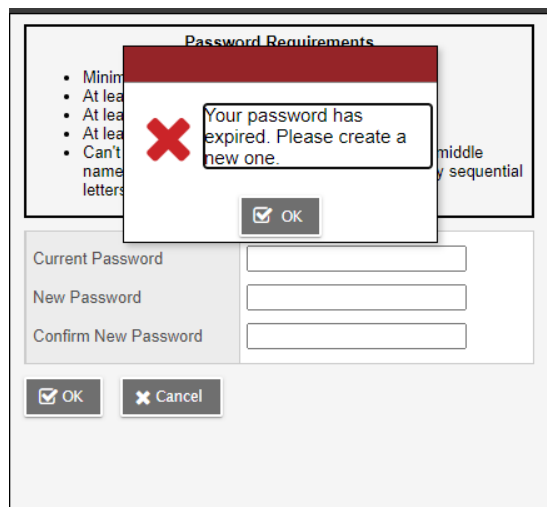
On the first login you will be prompted to change your password and set a security question. It is important to remember your security question as it will allow you to change your password if you forget. Write it down and put it somewhere safe.



The image shows a login form titled "MyEducation BC Prod". It features a "Login ID" input field with a "Request an account" link below it. Below that is a "Password" input field with a "I forgot my password" link below it. At the bottom left is a "Log On" button with a right-pointing arrow.

The Login ID will be a parent's email they provided to the school. An email will be sent with a temporary password when accounts are created.

This usually occurs very shortly after the account creation. If your login and do not see the report card it is because after the account creation the school must then post the report card and there may be a delay with that. Please be patient and wait perhaps an hour and try again.



The image shows a "Password Requirements" dialog box. A red warning message with a large red 'X' icon says "Your password has expired. Please create a new one." Below the message is an "OK" button. In the background, a list of password requirements is visible, including "Minimum", "At least", "At least", "At least", "Can't", "name", "letters", "middle", and "y sequential". Below the dialog box are input fields for "Current Password", "New Password", and "Confirm New Password", along with "OK" and "Cancel" buttons.

You will be prompted to change your password. Password rules are behind the red warning message. Click OK to clear the warning and view the rules.

### Security Preferences Update

To enable self serve password recovery, please provide the following information

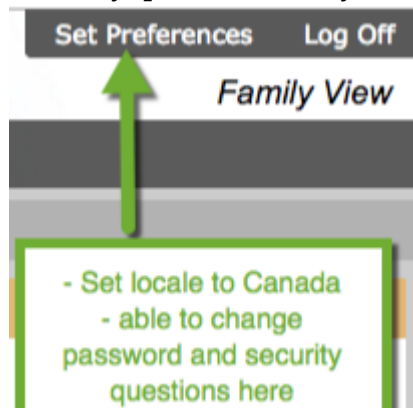
Primary email	<input type="text" value="badraloyut@gmail.com"/>
Security question	<input type="text"/>
Security answer	<input type="text"/>
Confirm answer	<input type="text"/>

Your same email should be listed as you used to login, do not change this. Pick a security question and answer that you will remember. Save that along with your password.

## Preferences

After you've dealt with the password/security question click on the Set Preferences link when you click the down arrow beside name. Set the Locale to Canada to get the date format in Day/Month/Year.

In the security tab of the preferences pop up you can change your password and your security question at any time you wish.

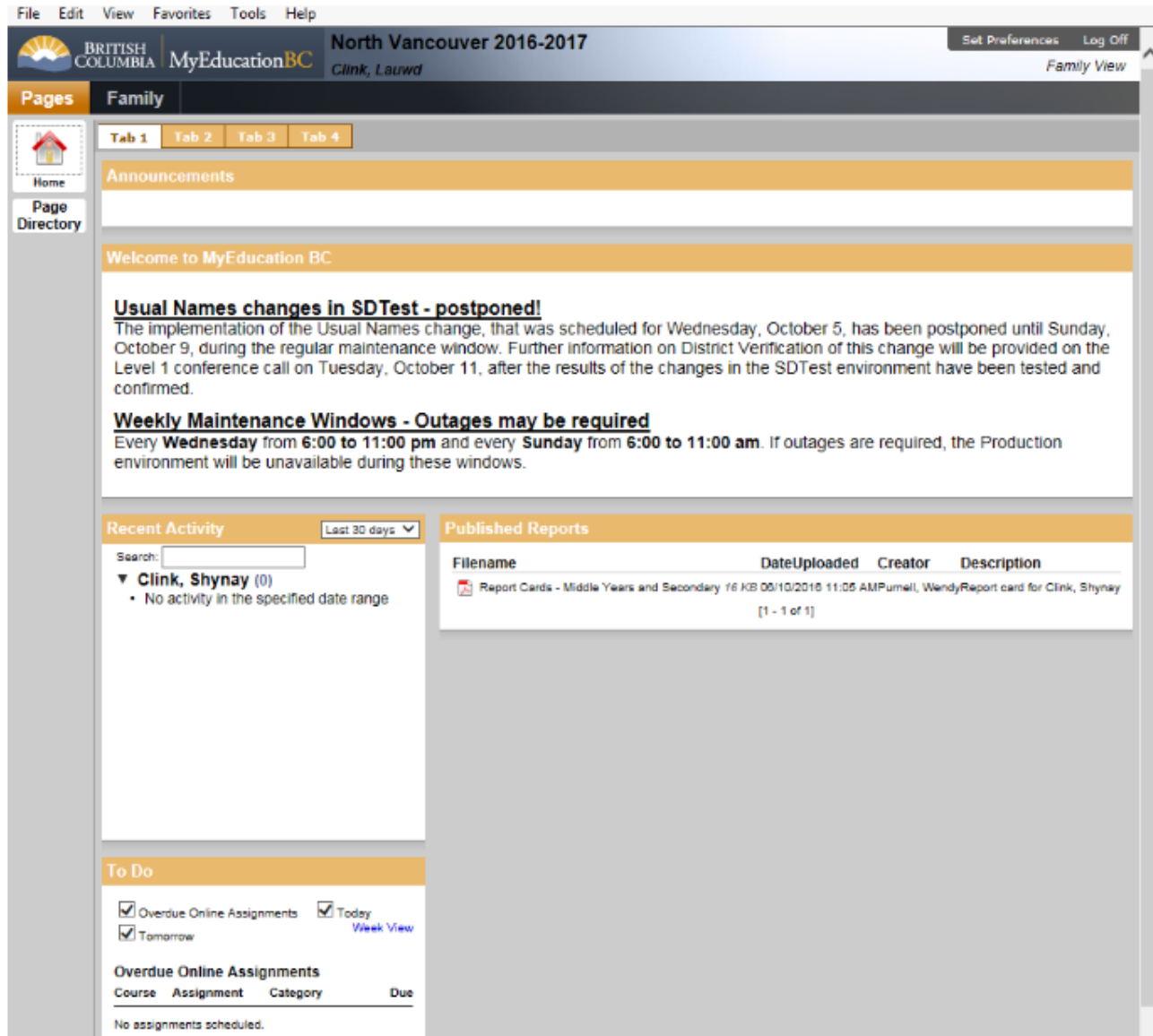


## Navigation

You land on the Pages top tab every time you log in. There will be notices about upcoming system outages and other information related to the system.

No information will be posted in any of the fields shown except Published Reports (shown on the right side) at his time. However this is where you will find the Report Card for your student(s).

Click on the Report Card and you will be provided with the options of Open or Save ability. Depending on your computer's settings you may see the ability to print via a PDF appear, you may only be able to save – this piece is totally dependent on your computer.



The screenshot shows the MyEducation BC website interface for a parent account. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main header displays 'BRITISH COLUMBIA MyEducation BC North Vancouver 2016-2017' with user information 'Clink, Laurnd' and options for 'Set Preferences' and 'Log Off'. The 'Family View' tab is active.

The interface features a sidebar with 'Home' and 'Page Directory' buttons. The main content area is divided into several sections:

- Announcements:** Contains two notices:
  - Usual Names changes in SDTest - postponed!**: States that the implementation of the Usual Names change, scheduled for Wednesday, October 5, has been postponed until Sunday, October 9, during the regular maintenance window. Further information will be provided on a Level 1 conference call on Tuesday, October 11.
  - Weekly Maintenance Windows - Outages may be required**: States that outages will occur every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am.
- Recent Activity:** Shows a search bar and a dropdown menu for 'Last 30 days'. It lists 'Clink, Shynay (0)' with a sub-item 'No activity in the specified date range'.
- Published Reports:** Displays a table with columns for 'Filename', 'DateUploaded', 'Creator', and 'Description'. One report is listed: 'Report Cards - Middle Years and Secondary 16 KB 05/10/2016 11:05 AM Purnell, Wendy Report card for Clink, Shynay'. The page number '[1 - 1 of 1]' is shown below the table.
- To Do:** Includes checkboxes for 'Overdue Online Assignments' and 'Tomorrow'. It also has a 'Today' section with a 'Week View' link. Below this is a table for 'Overdue Online Assignments' with columns for 'Course', 'Assignment', 'Category', and 'Due'. The table currently shows 'No assignments scheduled.'

Parent accounts will be disabled at the end of the school year (end of July) and enabled again after school startup and before the first reporting period.