

## Instructions for Parent Portal Access to view Report Cards

### RETURNING PARENTS WITH EXISTING ACCOUNTS:

Please go to the MyEd web-site to log in. (<https://myeducation.gov.bc.ca/aspen/logon.do>) You will need to know your login info (your email address), if you don't remember please email [ridgeway@sd44.ca](mailto:ridgeway@sd44.ca) Please note that you will be prompted to change your password. You will need to change your password every time a new report card is published, unfortunately that is just the way this system works. 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 Friday so we can assist you if needed. If you need further assistance please email [ridgeway@sd44.ca](mailto:ridgeway@sd44.ca) before the weekend or before any school break i.e. Spring Break, Winter Break or Summer Break.

### PARENTS NEW TO RIDGEWAY WITHOUT A PARENT ACCOUNT:

You will soon be receiving 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](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 Ridgeway 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/aspen](http://www.myeducation.gov.bc.ca/aspen) (it is suggested you bookmark this website)**
- 2. Make sure popups are enabled for your browser**
- 3. Your user name will be: xxxxxxxxxxxxxx (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. This is a provincial requirement.**
- 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 [Ridgeway@sd44.ca](mailto:Ridgeway@sd44.ca). We will respond to your inquiry as soon as possible.

Thank you!