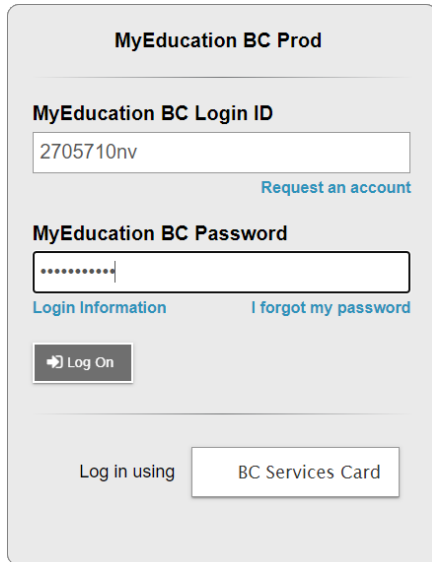


MyEducation BC Family Portal

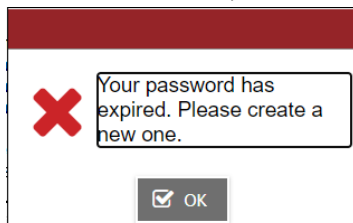
Logging into Student Account

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



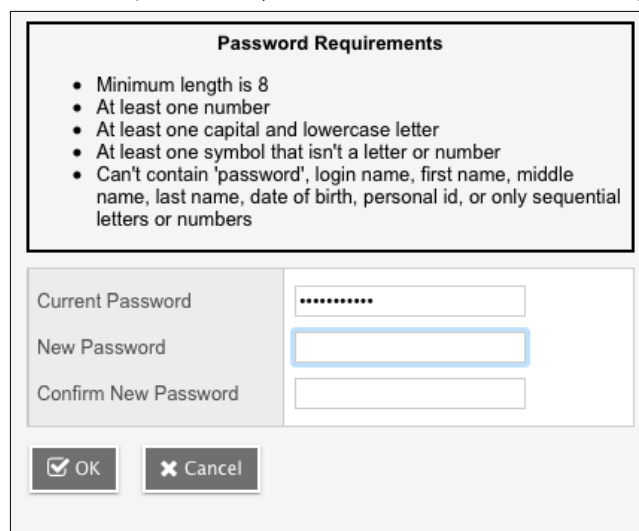
The screenshot shows the login interface for MyEducation BC Prod. It includes a title bar, a login ID field with the value '2705710nv', a 'Request an account' link, a password field with masked characters, a 'Login Information' link, a 'I forgot my password' link, a 'Log On' button, and a 'Log in using'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

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



The screenshot shows a red error message box with a large 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 dialog box titled "Password Requirements". 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" (with masked characters), "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.



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

Primary email: 123456s@sd44.ca

Security question: What city did your father grow up in?

Security answer: ****

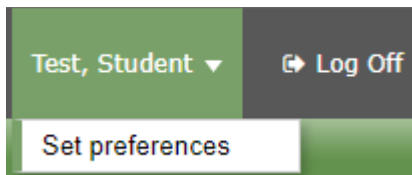
Confirm answer: ****

Submit Cancel

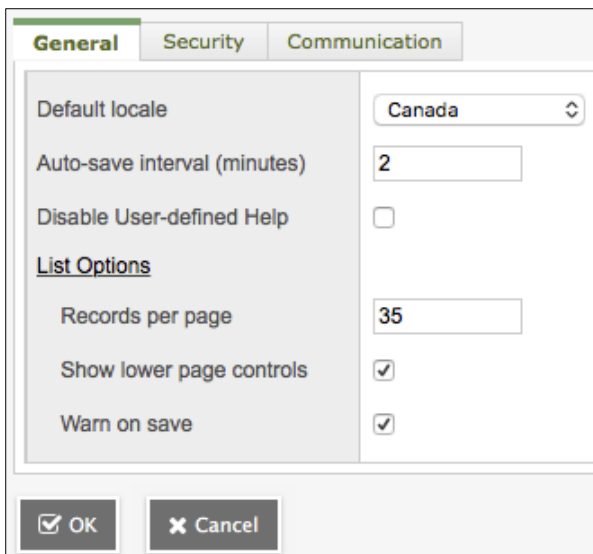
Navigating the Family Portal

(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:



General Security Communication

Default locale: Canada

Auto-save interval (minutes): 2

Disable User-defined Help:

List Options

Records per page: 35

Show lower page controls:

Warn on save:

OK Cancel

- 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.



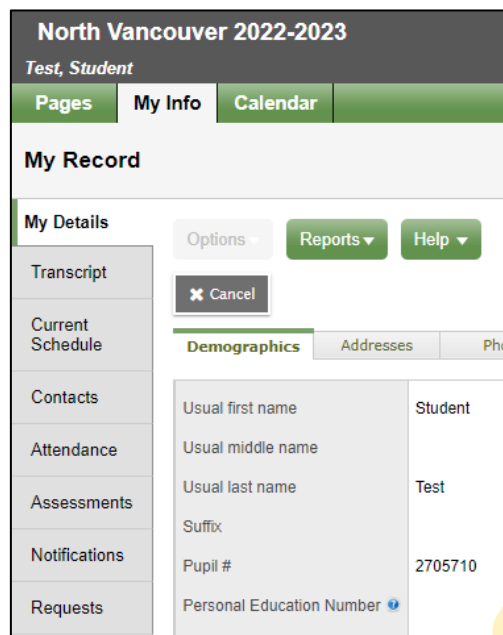
Report cards can be viewed within the **Pages** Top Tab in the **Published Reports** area on the right side of the page. These will appear when published by the school for each reporting period, and only remain visible until July 31st - after this date, they disappear.

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.

Attendance – Use the filter  to select either *Current Year* or *All Records*.

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.

