

# MYEDBC Family Portal

Log in for Family Portal – <https://www.myeducation.gov.bc.ca/aspn/logon.do>

*Initial Logon - it is not recommended to do your initial login on a mobile device. Once you have successfully logged in for the first time, there is no problem using your mobile device.*

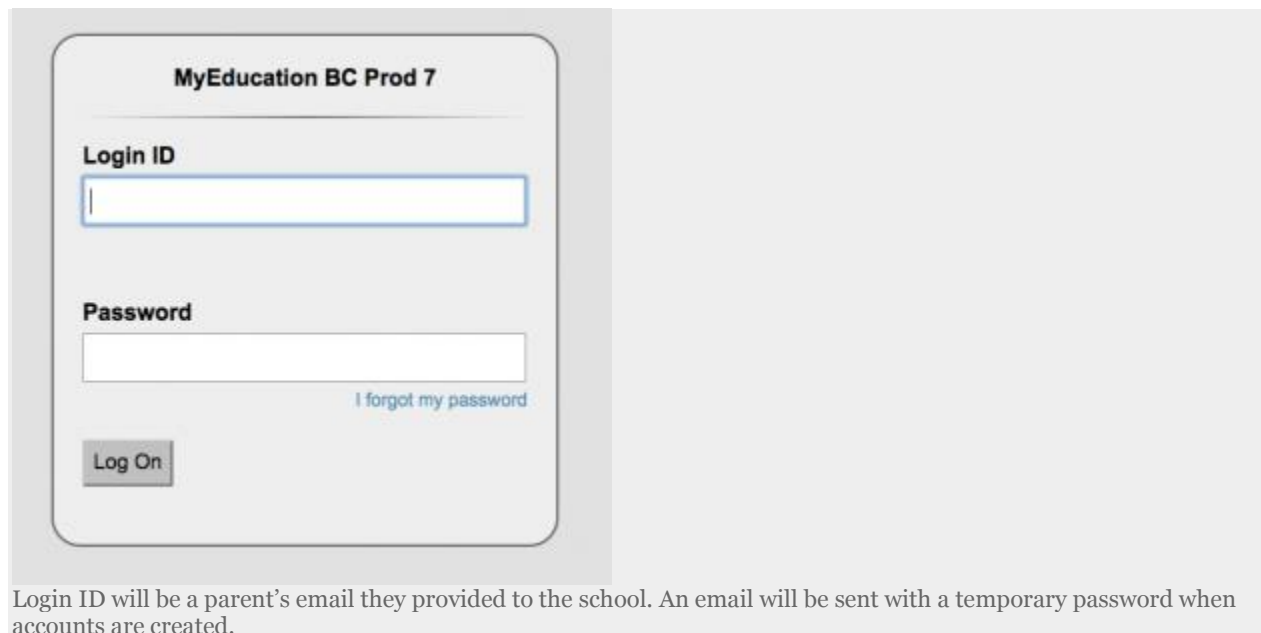
In the Family Portal parents/guardians with an account can:

- Check Attendance
- View report cards under Published Reports
- See Term Marks in progress – final mark will be published on Report Card
- See if your contact information is up to date
- Look at some assessment information

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.

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

On 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.



MyEducation BC Prod 7

Login ID

Password

[I forgot my password](#)

Log On

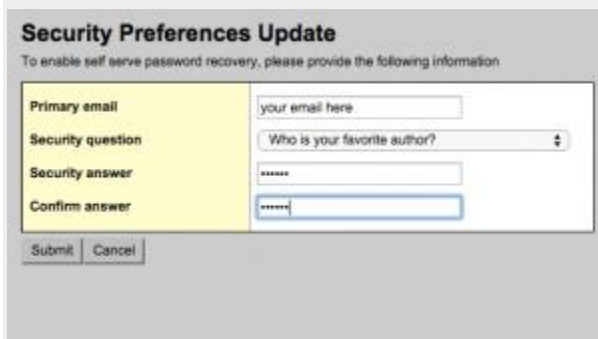
Login ID will be a parent's email they provided to the school. An email will be sent with a temporary password when accounts are created.

# MYEDBC Family Portal



The screenshot shows a web form for changing a password. At the top, there is a red warning box with a white 'X' icon. The text inside the box reads: "The value you entered for the existing password is not correct. Please try again." Below the warning box, there is a list of password requirements: "Minim", "At lea", "At lea", "At lea", and "Can't". Below the list, there is a text input field with the placeholder text "name, last name, date of birth, personal id, or only sequential letters or numbers". Below the text input field, there is a red button labeled "OK". Below the "OK" button, there are three password input fields: "Current Password", "New Password", and "Confirm New Password". Below the password input fields, there are two buttons: "OK" and "Cancel".

You will be prompted to change your password. Password rules are behind the red warning message.

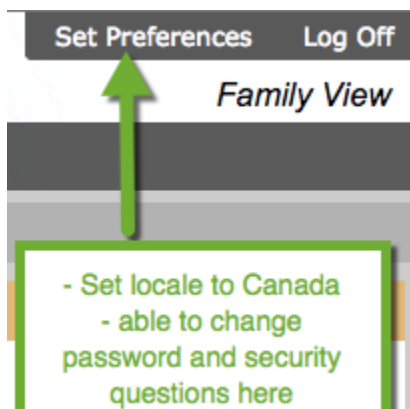


The screenshot shows a web form titled "Security Preferences Update". Below the title, there is a subtitle: "To enable self serve password recovery, please provide the following information". Below the subtitle, there are four input fields: "Primary email" (with the placeholder text "your email here"), "Security question" (with a dropdown menu showing "Who is your favorite author?"), "Security answer" (with a masked input field), and "Confirm answer" (with a masked input field). Below the input fields, there are two buttons: "Submit" and "Cancel".

Your same email should be listed as you used to login. Pick a security question and answer that you will remember.

## Preferences

After you've dealt with the password/security question click on the Set Preferences link in the top right. 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.



# MYEDBC Family Portal

## Navigation

There are five top tabs on the main page. You land on the Pages top tab every time you log in. There will be notices about upcoming system outages and other information. The Pages top tab includes a Recent Activity widget with info about recently posted attendance and some mark information.

Two most often used top tabs will be **Family** and **Academics**.

The screenshot shows the MYEDBC Family Portal interface. At the top, there is a navigation bar with five tabs: 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. The 'Family' tab is currently selected and highlighted in orange. Below the navigation bar, there is a 'Home' button and a 'Page Directory' section. The main content area is divided into several sections: 'Welcome to MyEducation BC' with a link to see a list of students; 'New' section with a link to MyEducationBC.info; 'Weekly Maintenance Windows Notices - Outages may be required!' with details about system maintenance; 'Announcements' section; 'Recent Activity' section with a search bar and a list of recent activity items; and 'Published Reports' section with columns for 'Filename' and 'Date'.

Top Tabs run across the top of the page in black. The current Top Tab is Orange. The tabs along the side (Side Tabs) will change depending on the current top tab.

## Family Top Tab

Check off the student you wish to see more information about and then click on the side tab. This will show you more details for that student.

# MYEDBC Family Portal

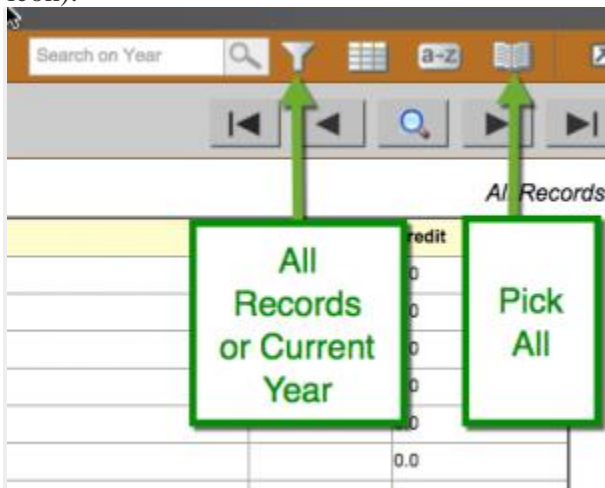


**Details** shows basic information including demographics, physical and mailing addresses, and our most recent photo.

**Contacts** show who are parent/guardians, emergency contacts and some others. Please check this and inform the school of any changes.

**Daily Attendance** shows daily attendance records. For Elementary schools a morning or an afternoon absence is a 0.5 day absence. For secondary or course based attendance schools daily attendance will be a calculation based on number of enrolled courses. For specific course attendance for a secondary student see the Academics Top Tab > Attendance Side Tab.

**Transcripts** includes class marks from current and previous years. Set the Filter to All Records or Current Year depending on what you'd like to see. Change the Data Dictionary to All (open book icon).



In the Transcripts side tab set the Filter to either All Records or Current Year depending on your preference. Set the Data Dictionary (book icon) to All.

**Assessments** will contain provincial assessments like FSA or Provincial Exams.

# MYEDBC Family Portal

**Schedule** shows the current courses assigned to your student. For an elementary student these are areas that teachers will report progress on. Teachers in elementary do not take attendance for english or math. They take attendance in the AM and PM. For a secondary student these courses are ones that a student moves to each period, teachers will take attendance and report on progress.

**Membership** will include enrollment records for schools in British Columbia that your child has attended. An E record represents an Enrollment and a W record is a withdrawal.

**Transactions** shows fees information. Not all schools are using the fees module in MyEducation BC.

**Documents** and **Notifications** are not currently in use.

## Academics Top Tab

Where teachers are inputting assessment information parents may be able to see numerical marks that include averages in the Assignments Side Tab. **Please note these marks may not be a full picture of a child's level and they may not relate to their report card mark.** Use of the Gradebook in MyEducation BC by teachers is not currently being required.

The Academics Top Tab will allow you to select a course (checkbox beside the course) then click on the available Side Tabs. Details provides some information about the course, Assignments provides assessment information that the teacher has shared (see note above), and Attendance provides class attendance.

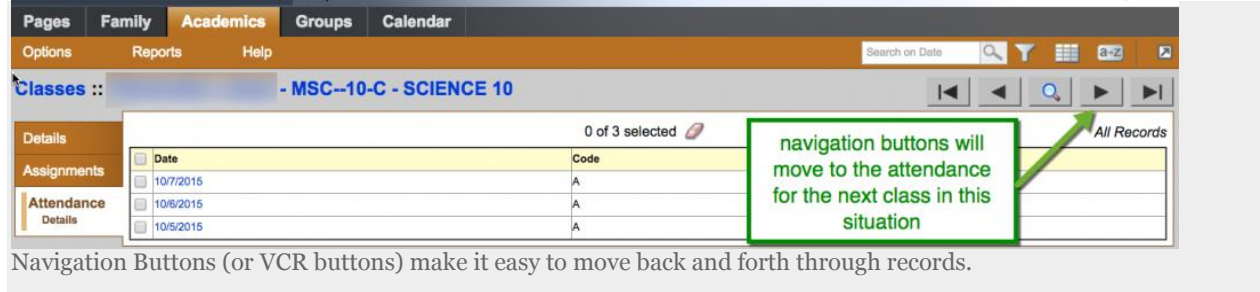
Note that elementary students will only have class attendance in courses names ATT-AM or ATT-PM.

The screenshot shows the MyEducation BC Family Portal interface for the 'Academics' tab. The top navigation bar includes 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. Below this is a sub-menu with 'Options', 'Reports', and 'Help'. The main content area is titled 'Classes' and features a table of courses. A 'Student' dropdown menu is visible above the table. Annotations provide instructions on how to use the checkboxes and the student dropdown.

Description	Description	Course	Term	Teacher
<input type="checkbox"/> PHYSICAL EDUCATION 10	PHYSICAL EDUCATION 10	MPE--10-C	FY	
<input type="checkbox"/> SCIENCE 10	SCIENCE 10	MSC--10-C	FY	
<input type="checkbox"/> SOCIAL STUDIES 10	SOCIAL STUDIES 10	MSS--10-C	FY	
<input type="checkbox"/> ENGLISH 10	ENGLISH 10	MEN--10-C	FY	
<input type="checkbox"/> Digital Media 11	Digital Media 11	YCCT-1F-C	FY	
<input type="checkbox"/> DIVERSIFIED LEARNING 10	DIVERSIFIED LEARNING 10	XAT--10DL-C	FY	
<input type="checkbox"/> FOUNDATIONS OF MATH AND PRE-CALCULUS 10	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	MFMP-10-C	FY	
<input type="checkbox"/> PROJECT BASED LEARNING 10	PROJECT BASED LEARNING 10	XAT--10PBL-C	FY	
<input type="checkbox"/> PLANNING 10	PLANNING 10	MPLAN10-C	FY	
<input type="checkbox"/> VISUAL ARTS 10: GENERAL	VISUAL ARTS 10: GENERAL	MVAG-10-003	S2	

# MYEDBC Family Portal

Once you have selected a course and clicked on a preferred Side Tab you can use the navigation buttons to switch between courses that were in the list.



The screenshot shows the MYEDBC Family Portal interface. At the top, there are tabs for Pages, Family, Academics, Groups, and Calendar. Below these are sub-tabs for Options, Reports, and Help. A search bar is visible with the text "Search on Date". The main content area displays "Classes :: - MSC--10-C - SCIENCE 10". Below this, there is a table with columns for Date and Code. The table contains three rows of data: 10/7/2015 A, 10/8/2015 A, and 10/5/2015 A. A green box highlights the navigation buttons (back, forward, search, etc.) and contains the text: "navigation buttons will move to the attendance for the next class in this situation".

Date	Code
10/7/2015	A
10/8/2015	A
10/5/2015	A

Navigation Buttons (or VCR buttons) make it easy to move back and forth through records.

## Groups Top Tab

See what groups your student is attached to in their school. This is in limited use at the moment.

## Calendars Top Tab

If a teacher is using the Gradebook in MyEducation BC the calendar will include some information about when assignments were assigned and due.

**If you have any questions, please contact your school and or teacher(s) or email [MYEDBCSupport@sd35.bc.ca](mailto:MYEDBCSupport@sd35.bc.ca)**

# MYEDBC Family Portal

## Family Portal on Mobile?

The mobile view of family portal is new and may be challenging to use.

If you find it difficult to use we suggest selecting the Full Site after you've logged in.

**To switch to the full site > Login > Swipe down > Click on View Full Site**



# MYEDBC Family Portal

