



MyEducation BC – Getting Started with the Family Portal

Families will receive an automated email when your parent account has been created. Please check your spam or trash folder for an email from sysadmin@myeducation.gov.bc.ca.

If you do not receive your account information please email SD54's MyEducationBC support team: myed54@sd54.bc.ca

Logging into MyEducation BC for the first time:

1. Open the email containing your username and password.

Note you must have an internet connection to sign in

To Access the MyEducation BC System

1. Visit www.myeducation.gov.bc.ca/aspen
2. Make sure popups are enabled for your browser
3. Your user name will be: sdarcy
4. Your temporary password will be: gaol642SIDE

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.

SAMPLE

2. Visit <https://myeducation.gov.bc.ca/aspen/logon.do> (bookmark this site!) and enter the username and password provided in the email and click Log On.

*** Passwords are case sensitive***

The screenshot shows the login interface for MyEducation BC. At the top left, there is a logo for British Columbia MyEducationBC. The main content area is titled "MyEducation BC Prod 4". It contains a "Login ID" input field, a "Password" input field, a "Log On" button, and a link that says "I forgot my password". A white box on the left contains the text "Enter username", "Enter Password", and "Log on". Red arrows point from this box to the corresponding input fields and button on the login form.

If you have any issues with your login please email myed54@sd54.bc.ca

3. Your password will immediately expire and prompt you to change it.

The screenshot shows a dialog box titled "Password Requirements" with a red error message: "Your password has expired. Please create a new one." with an "OK" button. Below the dialog, a form is visible with three password input fields: "Current Password", "New Password", and "Confirm New Password", each containing a series of dots. The "Current Password" field is highlighted with a red border. At the bottom of the form are "OK" and "Cancel" buttons.

- a. Enter the password provided in the email as your current password
- b. Enter a new unique password:

The screenshot shows a dialog box titled "Password Requirements" with the following list of 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

4. Update security preferences to allow for self serve "I forgot my password" recovery.
Note step is not optional

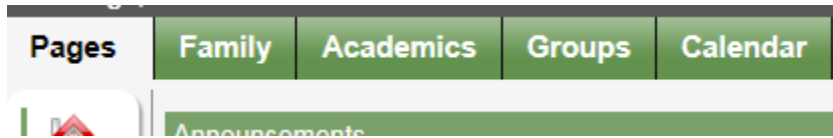
The screenshot shows a dialog box titled "Security Preferences Update" with the instruction: "To enable self serve password recovery, please provide the following information". The form contains four fields: "Primary email" (text input with "email@email.com"), "Security question" (dropdown menu with "What city were you born in?"), "Security answer" (password input with dots), and "Confirm answer" (password input with dots). The "Primary email" field is highlighted with a red border. At the bottom are "Submit" and "Cancel" buttons.

- a. Enter email address
- b. Select security question
- c. Enter security question answer
- d. Confirm security question answer

Your login set-up is now complete!

Navigating in the Family Portal

There are 5 top-tabs within the Family Portal.



← **TOP TABS**

Groups and Calendar are not applicable at this time

1. Pages Top Tab

A screenshot of the 'Pages' top tab in the Family Portal. The page is divided into several sections. At the top, there is a navigation bar with 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar' tabs. Below this is an 'Announcements' section with a 'Home' button. The main content area features a 'Welcome to MyEducation BC' message, followed by a 'Welcome to MyEducationBC PRODUCTION' heading. A section titled 'Weekly Maintenance Windows - Outages may be required' provides information about system downtime. Below this is a 'Recent Activity' section with a search bar and a list of activity items, including attendance and grades. To the right is a 'Published Reports' section with a table header: 'Filename', 'DateUploaded', 'Creator', and 'Description'. A red arrow points to the 'Filename' header. Below the table, it says 'No published reports'. A large white box with black text is overlaid on the bottom right of the screenshot, stating: 'REPORT CARDS WILL APPEAR UNDER PUBLISHED REPORTS. SIMPLY CLICK ON THE FILE TO VIEW YOUR CHILDS REPORT CARD.' At the bottom, there is a 'ToDo' section with checkboxes for 'Overdue Online Assignments', 'Today', and 'Tomorrow', and a 'Week View' link.

The pages top tab provides you with announcements, recent student specific information and published reports.

- a. **Recent Activity** -Recent attendance history and student assignments (only visible if teacher is using MyEd for assignments)
- b. **Published Reports**- Report Cards will be listed under published reports. Simply click on the file to view your child (s) report card.
- c. **ToDo**- Student assignments will appear if teacher is using MyEd for assignments.

2. Family Top Tab

Pages **Family** Academics Groups Calendar

Students

Details Options Reports Help Search on Name [magnifying glass] [filter] [grid] a-z

Contacts 0 of 1 selected [refresh]

Name	DOB	Grade	School > Name
[redacted]	[redacted]	10	Smithers Secondary

Daily Attendance

Transcript

Assessments

Students	
Details	Student information such as address and phone number
Contacts	Student's regular and emergency contact information
Daily Attendance	Students daily attendance
Transcript	Students transcript records
Assessments	Students Provincial exam and FSA results if applicable
Schedule	Students schedule and course requests (next year's courses)
Membership	Students enrollment records
Transactions	Not applicable at this time
Documents	
Notification	

The Family top tab provides access to demographic, attendance and transcript records specific to the selected student. All of the students attached to your account will appear in this list. Please contact the school or email the support team if your demographic information is not correct.

If you have more than one child listed view this information by clicking on desired students name to enter their record

3. Academics Top Tab

Options ▾ Reports ▾ Help ▾ Search on Term 🔍 📄 a-z

Student [Redacted] ▾

0 of 4 selected 📄

Current Year ▾ Current Term ▾

<input type="checkbox"/>	Description	Description	Course	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	HOCKEY ACADEMY, 10	HOCKEY ACADEMY, 10	YLRA-00-01	S1	Holland, Derek	General		11	0	0
<input type="checkbox"/>	SCIENCE 10	SCIENCE 10	MSC-10-01	S1	Steinke, Lynnel; Garland, Alyson	406		9	1	0
<input type="checkbox"/>	SOCIAL STUDIES 10	SOCIAL STUDIES 10	MSS-10-03	S1	Goalder, Jon	506		11	3	0
<input type="checkbox"/>	PHYSICAL EDUCATION 10	PHYSICAL EDUCATION 10	MPE-10-01	S1	Holland, Derek	Gym 3		15	0	0


Classes	
Details	Class specific attendance and posted mark information
Assignments	Assignment information if teacher is using MyEd for assignments
Attendance	Further attendance information

The academics top tab displays your child's classes, teacher, absences and late arrivals. To access further class specific information click on the class name or place a checkbox beside the class and select the desired side tab.

- 4. **Groups Top Tab** – Not applicable at this time
- 5. **Calendar Top Tab** – Not applicable at this time

I forgot my password!

1. Navigate to the MyEducation BC login page
<https://myeducation.gov.bc.ca/aspen/logon.do>
2. Select I forgot my password.



MyEducation BC Prod 4

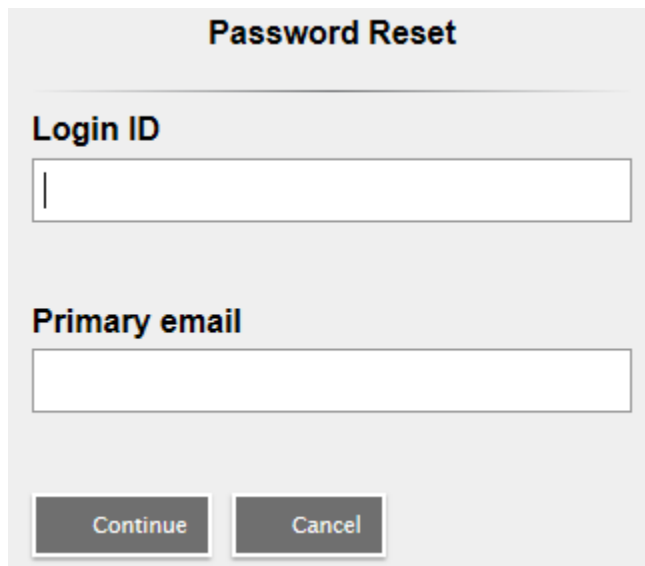
Login ID

Password

[I forgot my password](#)

Log On

3. Enter your username and the email you provided during your first login. A temporary password will be emailed to you.



Password Reset

Login ID

Primary email

Continue Cancel

4. Still can't login? Email myed54@sd54.bc.ca