



# **MyEducation BC PARENT PORTAL HANDBOOK**

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2021/2022

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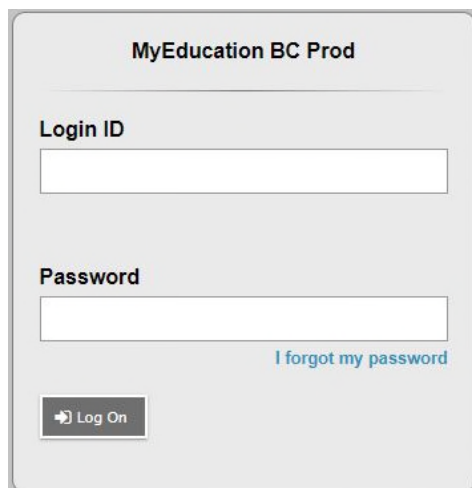
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## LOG ON INFORMATION

**You MUST use a desktop or laptop computer to activate your user account for the first time.**

A temporary **Password** will be provided to you by email at the time your account is created. The email will come from 'sysadmin@myeducation.gov.bc.ca'

- Go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>
- Use the email you have on record with the school as your **“Login ID”**, along your temporary password or the password you set at the time of your initial log in.



MyEducation BC Prod

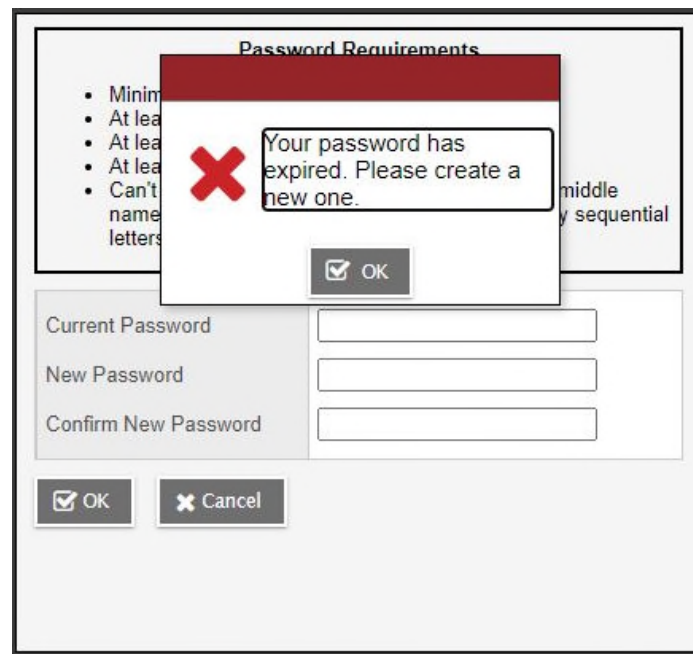
Login ID

Password

[I forgot my password](#)

➔ Log On

Again, if this is your first time using the system, you will be prompted to change your password and create your security preferences. If you have forgotten your password, please refer to the Password Recovery Instructions.



### Password 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

Visit <https://parentportal.sd62.bc.ca> if you need further assistance.

## VIEWING ATTENDANCE


- Log on to <https://myeducation.gov.bc.ca/aspen/logon.do>
- Click on the **“Academics”** top tab. This will show you the current classes scheduled for your student, and to the right you can see the late/absences listed for each class.

The screenshot shows the top navigation bar with tabs for Pages, Family, Academics, Groups, and Calendar. The Academics tab is highlighted. Below the navigation bar, there is a 'Classes' section. On the left, there is a sidebar with tabs for Details, Assignments, and Attendance. The main content area contains several green buttons: Options, Reports, and Help. To the right of these buttons is a search bar labeled 'Search on Term' with a magnifying glass icon, a filter icon, a list view icon, and an 'a-z' sort icon. Below the search bar is a 'Student' dropdown menu with a blacked-out selection.

- For more detail about specific tardiness/absences click on **“Attendance”** on the left side tab.

The screenshot shows the 'Attendance Details' view. The left sidebar has 'Attendance Details' selected. The main content area shows a table with columns for 'Code' and 'Reason'. There are four rows of data, each with a checkbox on the left. The first row has a date of 11/24/2020 and a code of AL. The second row has a date of 11/10/2020, a code of A-E, and a reason of Parent Excused. The third row has a date of 11/9/2020 and a code of A-E. The fourth row has a date of 10/2/2020 and a code of A-E. Above the table, there are green buttons for Options, Reports, and Help, and a search bar labeled 'Search on Date' with a magnifying glass icon, a filter icon, a list view icon, and an 'a-z' sort icon. Below the search bar, it says '0 of 4 selected' with a red icon.

	Code	Reason
<input type="checkbox"/> 11/24/2020	AL	
<input type="checkbox"/> 11/10/2020	A-E	Parent Excused
<input type="checkbox"/> 11/9/2020	A-E	
<input type="checkbox"/> 10/2/2020	A-E	

- To view the next class, use the arrows  on the top right corner.

## VIEWING STUDENT REPORT CARDS

- Log on to <https://myeducation.gov.bc.ca/aspen/logon.do>
- When a report card is published to the portal, it will appear under the Published Reports heading as a hyperlinked PDF document. You will receive an email that it has been published to the portal.
- On the main page of the portal under “**Published Reports**”, click on the pdf document on the right-hand side to download and view the **report card**.

Pages: My Info, Academics, Groups, Calendar, Locker

Welcome to MyEducation BC PRODUCTION

Home  
Page Directory

BRITISH COLUMBIA MyEducationBC

One Student.  
One Record.  
All of British Columbia.

Recent Activity: Last 30 days

Search:   Attendance

Published Reports

Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary	37 KB	11/25/2020 2:30 PM	

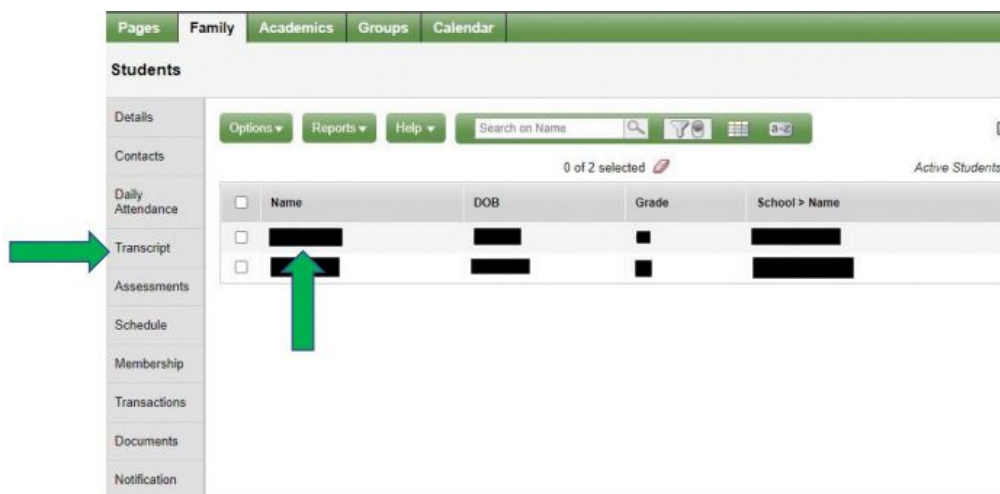
**Please note posted report cards expire in July at the end of each school year but students and parents can access previous years marks through the student transcript tab.**



## VIEWING STUDENT TRANSCRIPTS

- Log on to <https://www.myeducation.gov.bc.ca/aspen/logon.do> and select the **“Family tab”** feature on your toolbar.



- Select your **“Student’s Name”** and from there select **“Transcript”** on the left-hand side tab.



- IMPORTANT:** Change the **Dictionary Menu**  to **“All”** in order to view all records. Set the **Filter**  to **“All Records”** or **“Current Year”** depending on what you’d like to see.

- Posted Final Marks will now show.
- Marks from current courses won't show up until final mark has been entered.

The screenshot shows a web interface for a student's transcript. At the top, there are navigation tabs: Pages, Family, Academics, and Calendar. Below this is a header for 'Students' with a search bar and a notification bell. A left sidebar contains various report options: Details, Contacts, Transcript, Transcript Details, Credit Summary, Grade Point Summary, Programs of Study, and Graduation Summary. The main content area features a toolbar with 'Options', 'Reports', and 'Help' buttons, followed by a search bar labeled 'Search on Year'. A dropdown menu is open, showing 'Current Year', 'Current School', and 'All Records' (which is selected). To the right of the search bar, there is a red 'All' button and a calendar icon. Below the search bar, a table header is visible with columns for 'Year', 'Grade', and 'Desc'. The table body is empty, with a message '0 of 0 records selected' and 'No remaining records' at the bottom right. Two green arrows point to the 'All Records' option in the dropdown and the calendar icon. A red arrow points to the 'All' button.

## VIEWING STUDENT SCHEDULES

- Log on to <https://www.myeducation.gov.bc.ca/asp/en/logon.do> and select the **“Family Tab”** on your toolbar.



- Select your **“Student’s Name”** and from there select the **“Schedule”** tab on the left-hand side which will show your students current courses.

The screenshot shows the MyEducation BC PRODUCTION 'Students' page. At the top, there is a navigation bar with tabs for 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. The 'Family' tab is highlighted. Below the navigation bar, there is a section titled 'Students'. On the left side, there is a vertical navigation menu with tabs for 'Details', 'Contacts', 'Daily Attendance', 'Transcript', 'Assessments', 'Schedule', 'Membership', 'Transactions', 'Documents', and 'Notification'. The 'Schedule' tab is highlighted. In the main content area, there is a table with columns for 'Name', 'DOB', 'Grade', and 'School > Name'. The table contains two rows of student information. A green arrow points to the 'Schedule' tab in the left-hand navigation menu. Another green arrow points to the 'Name' column in the student table.

	Name	DOB	Grade	School > Name
<input type="checkbox"/>	[REDACTED]	[REDACTED]	07	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	05	[REDACTED]



- There are two ways to view the schedule: **“List View”** and **“Matrix View”**. You can toggle between the two views to see the schedule.



- To see all courses for the entire year, toggle to **“Matrix view”** and click on the **“Funnel Icon”** and select **“All Records”**

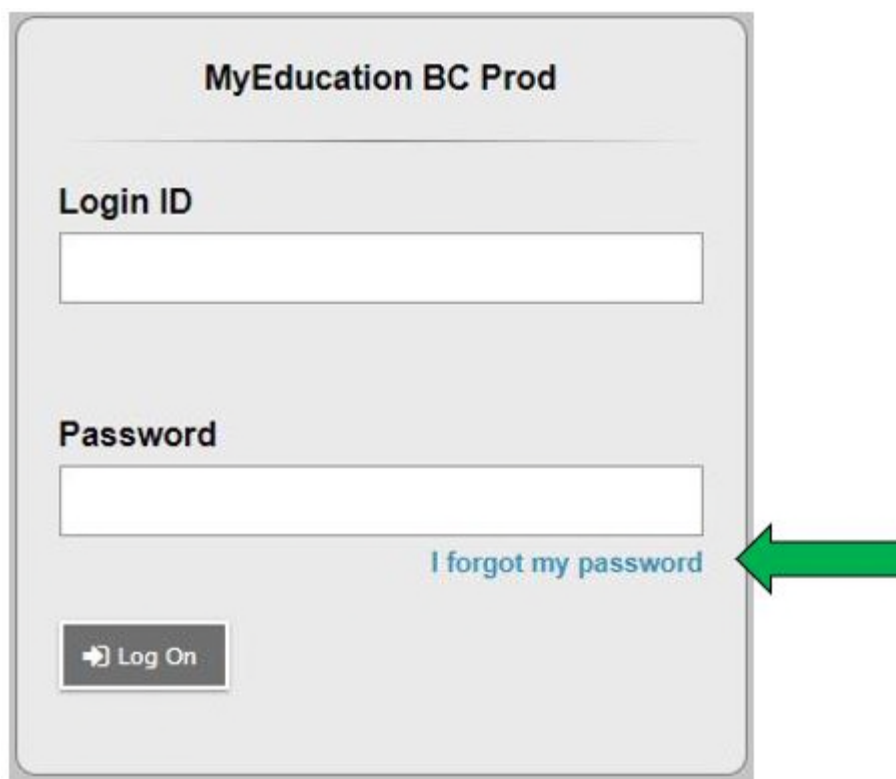


- In **“Matrix view”** click on **“Term”** to sort the courses chronologically.



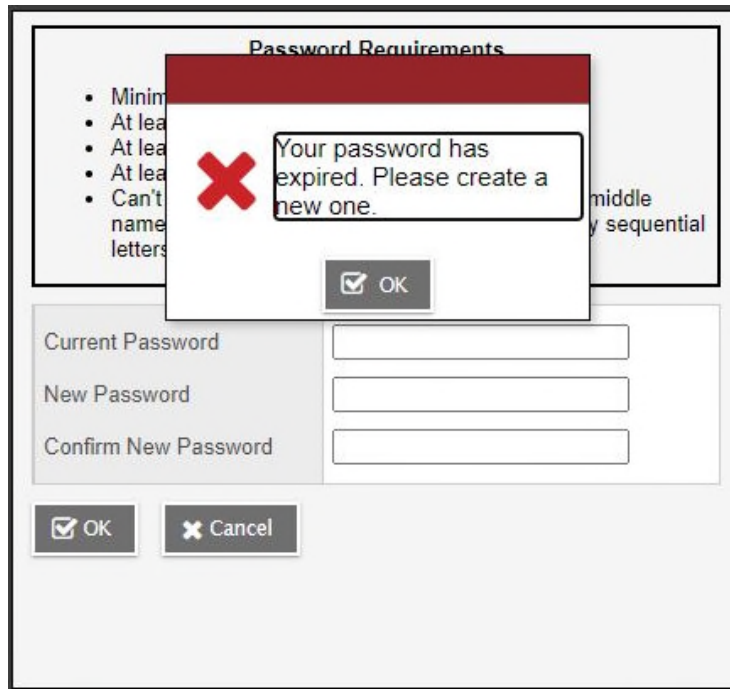
## PASSWORD RECOVERY

- Go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>
- Enter the email we have on record with the school as your **“Login ID”** and click the **“I forgot my password”** link and temporary password will be sent to your email address.



The screenshot shows the 'MyEducation BC Prod' login interface. It features a 'Login ID' text box, a 'Password' text box, and a 'Log On' button with a right-pointing arrow. A blue link labeled 'I forgot my password' is positioned to the right of the password field. A green arrow points from the right side of the page towards this link.

- Enter your **“Login ID”** and the temporary **“Password”** and click **“Log On”**
- You will be prompted to change your password. **“Current Password”** is the temporary Password you were provided. Enter a **“New Password”** and **“Confirm New Password”**.
- Please read the password requirements carefully.



### Password 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 number.

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