

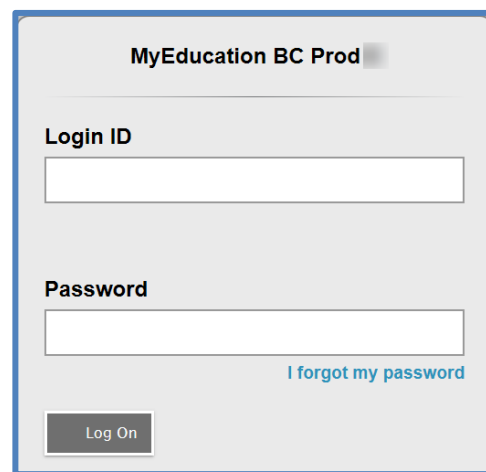
MyED Parent Portal

The instructions contained in this tip sheet are designed to assist parents with using the MyED Parent Portal. The Parent Portal contains student demographic information, records of academic achievement, assessment records, and current report cards. If you have any questions regarding the use or functionality of the MyED Parent Portal please contact the school office or send an email to: MyEdParentPortal@sd38.bc.ca

Initial Log In

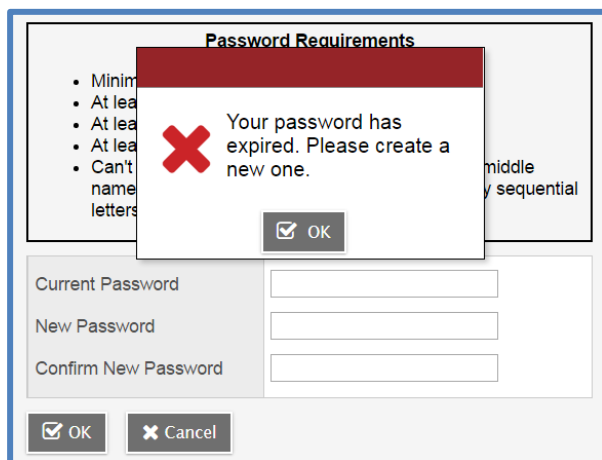
A **Login ID** and a temporary **Password** will be provided to you by email at the time your account is created. The email will come from sysadmin@myeducation.gov.bc.ca. Access the MyEdBC website: <https://www.myeducation.gov.bc.ca>

1. Enter your **Login ID** and temporary **Password**
2. Click **Log On**



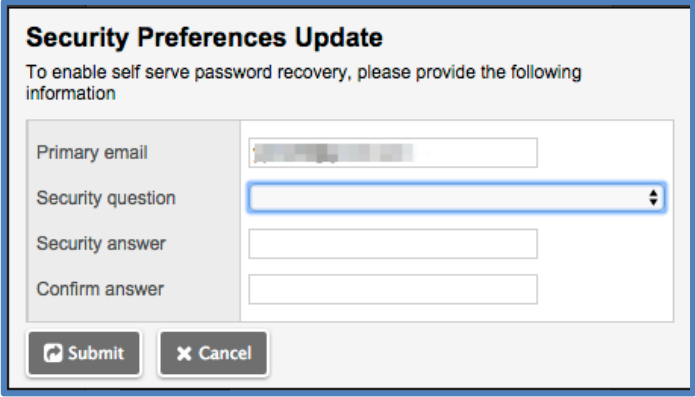
The screenshot shows the login interface for 'MyEducation BC Prod'. It features two input fields: 'Login ID' and 'Password'. Below the password field is a blue link that says 'I forgot my password'. At the bottom left is a 'Log On' button.

3. 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**'. Password requirements are displayed behind the red warning message.



The screenshot shows a 'Password Requirements' dialog box. A red warning message with a large 'X' icon states: 'Your password has expired. Please create a new one.' The dialog box has an 'OK' button. In the background, the password change form is visible, showing fields for 'Current Password', 'New Password', and 'Confirm New Password'. There are also 'OK' and 'Cancel' buttons at the bottom of the form.

4. You will be prompted to confirm your email address and enter your Security Preferences by choosing a security question and answer that you will remember. This will allow you to use the 'Forgot my Password' function on the logon page, should you need to reset your password in the future.



Security Preferences Update

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

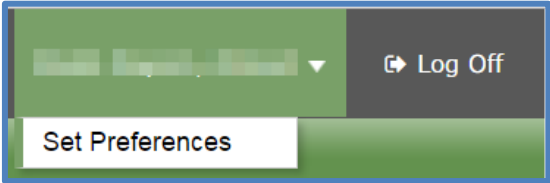
Primary email	
Security question	
Security answer	
Confirm answer	

Log In

After the account is activated and you have set the security preferences and password users only require the Login ID and password. If you lose or forget the password, see instructions below under Password Recovery.

Setting Preferences – Password Recovery

After you have logged in, you can make changes to your preferences by selecting the drop-down arrow beside your name and 'Set Preferences' in the top right of the screen.

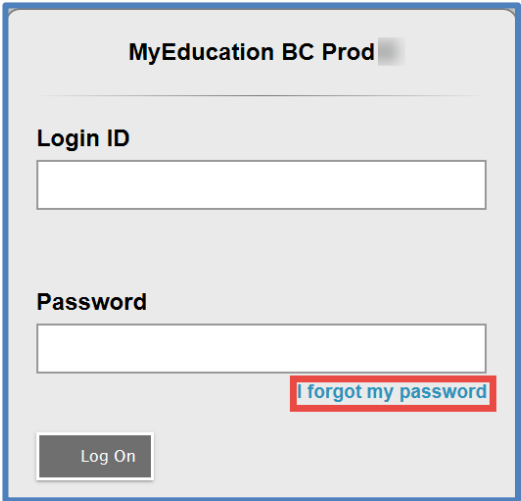


Profile picture with a drop-down arrow and a 'Log Off' button.

Set Preferences

Password Recovery

If you forget your MyEdBC Portal Password, you can click the 'I forgot my password' link on the login screen and an email will be sent to you with a new temporary password.



MyEducation BC Prod

Login ID

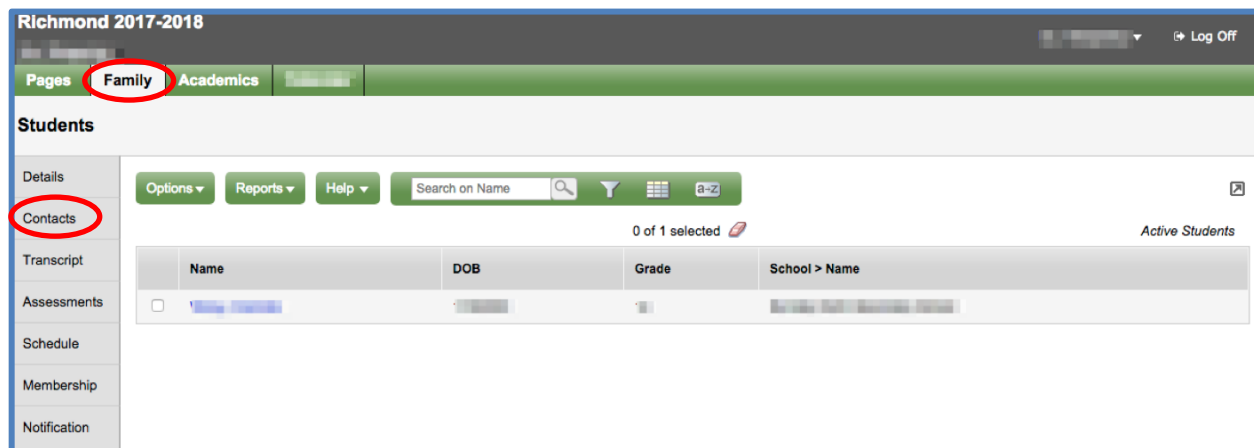
Password

[I forgot my password](#)

Site Navigation

Top Tabs: There are four **Top Tabs** on the main page. The Top Tab you are currently viewing will be highlighted.

Side Tabs: The tabs along the side will change depending on the current Top Tab

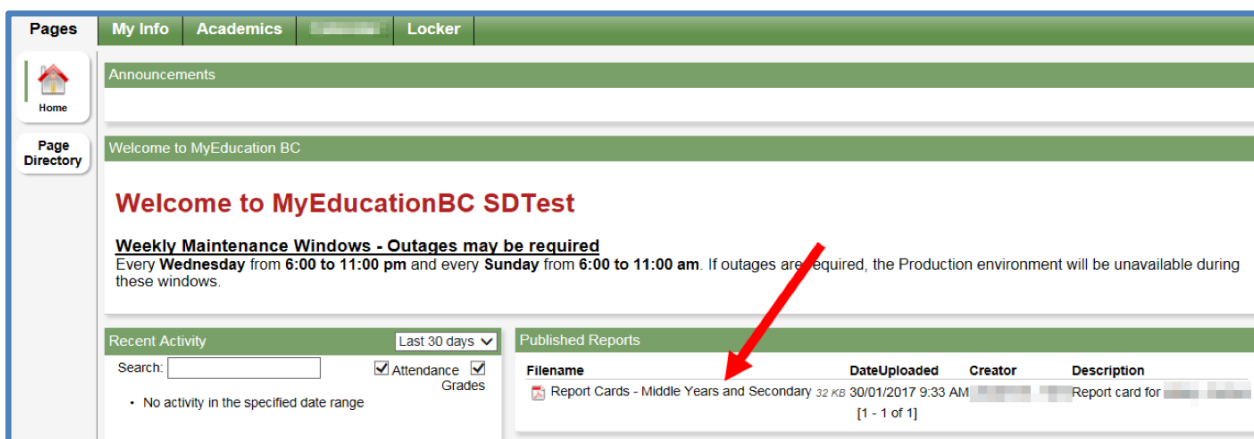


Each time you log in to the Parent Portal, you will land on the 'Pages' tab. The MyED Parent Portal includes other tabs that contain information parents can view. Here is a brief summary of each tab.

Pages Tab

Recent Activity - information about recently posted student attendance and some mark information.

Published Reports - 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 a report card has been published to the portal.



Please note that Report Cards cannot be archived on the Parent Portal. Each report card will be removed 4-6 weeks after publication. Please download any report cards that you would like to save.

Family Tab

This tab contains your child's demographic details. Each **side tab** contains specific information. If you have more than one child, the Family top tab will allow you to select a student (using the checkbox beside the name). Click on the available side tabs to view the following details:

Details side tab shows basic information including demographics, physical and mailing addresses, and the most recent photo of your child.

Contacts side tab shows the parent/guardian(s) and emergency contacts. Please check this and inform the school of any changes.

Assessments side tab currently contains provincial assessments like FSA or Graduation Assessments.

Schedule side tab shows your child's current courses. There are two ways to view the schedule: List View and Matrix View. You can toggle between the two views using the <<List view and Matrix view >> options.

Requests side tab contains course requests for the next school year and a **Graduation Progress** summary.

Membership side tab shows your child's enrollment history as well as cross-enrolled schools, when applicable.

Programs leaf displays any programs your child is enrolled in, for example Core French or ELL.

Transcript side tab includes class marks for current and previous years.

Richmond 2017-2018

Pages Family Academics

Students :: [Student Name] [Bell Icon]

Set to ALL

Options Reports Help Search on Year [Search Icon] [Filter Icon] [List Icon] [a-z] [Book Icon]

Details

Contacts

Transcript

Transcript Details

Credit Summary

Grade Point Summary

Programs of Study

Graduation Summary

Current Year

Current School

✓ All Records

0 of 0 selected

Year	Grade
No matching records	

Academics Tab

The Academics Top Tab will allow parent to view specific information on currently scheduled courses. Select a course by checking off the box on the left, then click on the available **side tabs** to see details about the course you selected. Please note that some information may be available in one course but not in another.

The screenshot shows the 'Richmond 2017-2018' Academics interface. The 'Academics' tab is selected. On the left, there are side tabs for 'Assignments' and 'Attendance'. The main area displays a list of classes with checkboxes for selection. The table below shows the data visible in the screenshot.

	Description	Description	Course	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
☐	TEXTILES 12	TEXTILES 12	MTXT-12-01	FY		215		1	1	0
☐	CHEMISTRY 12	CHEMISTRY 12	MCH-12-09	FY		113		0	0	0
☐	GRADUATION TRANSITIONS	GRADUATION TRANSITIONS	MGT-12-01	FY		116A		0	0	0
☐	MANDARIN 12	MANDARIN 12	MMAN-12-03	FY		039		0	0	0
☐	WORK EXPERIENCE 12A - FINE ARTS	WORK EXPERIENCE 12A - FINE ARTS	MWEX-2AXB-01	FY		116A		0	0	0
☐	PHYSICS 12	PHYSICS 12	MPH-12-01	FY		111		0	0	0

Assignments side tab may provide assignment and assessment information.

Attendance side tab provides attendance information for the selected class.

Once you have selected a course, you can use the navigation arrows in the top right corner to switch between courses that are in the list. Navigation Buttons make it easy to move back and forth through records.



Please note: Marks/scores visible here are not a full picture of a student's abilities. These scores are not report card marks but individual term scores or assignment scores shared by the teacher.