
MyEducation BC

PARENT

PORTAL

HANDBOOK

2021/2022

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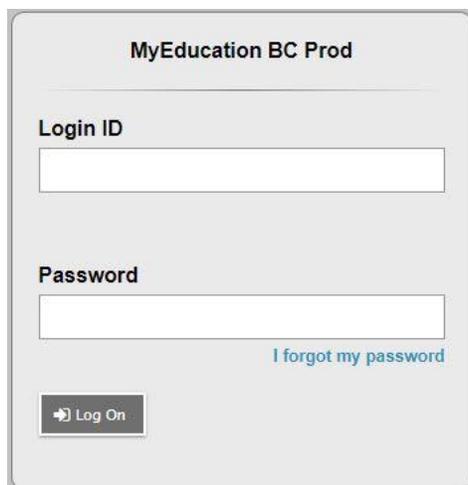
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LOG ON INFORMATION

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

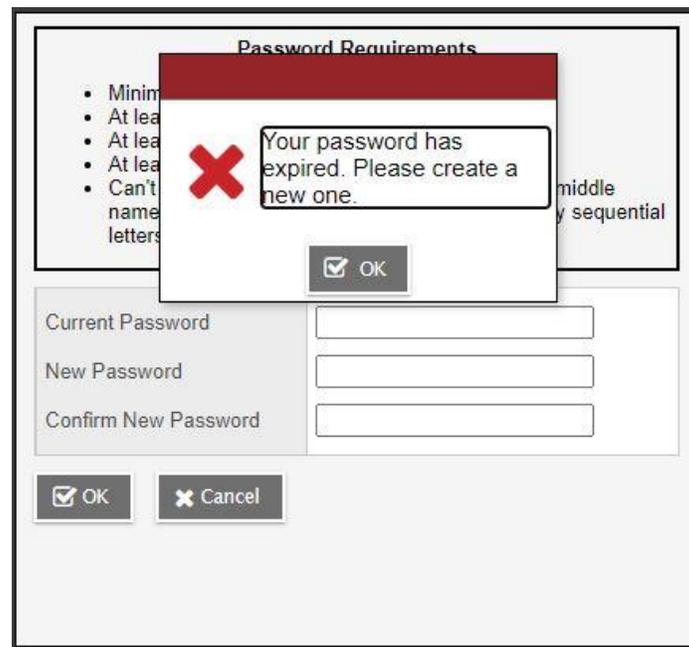
Login ID

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

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

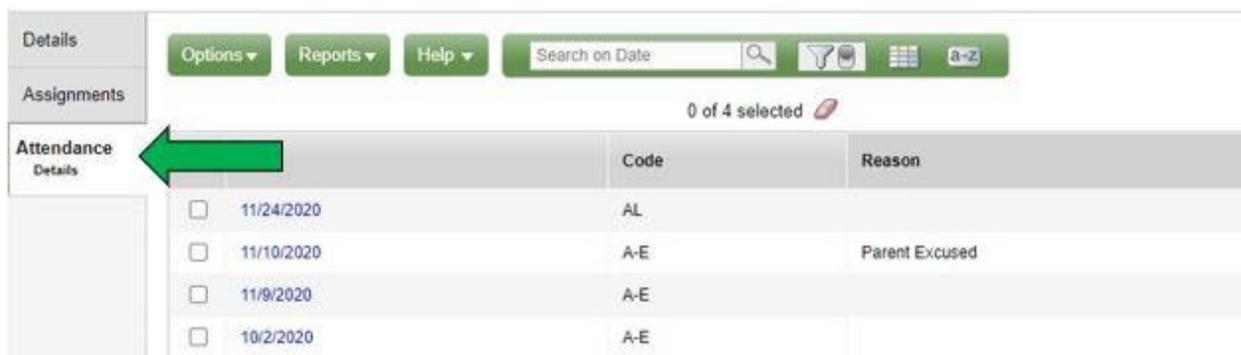
VIEWING ATTENDANCE

- Log on to <https://myeducation.gov.bc.ca/asp/en/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 tardies/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 in green. Below the navigation bar, there is a 'Classes' section with a left sidebar containing 'Details', 'Assignments', and 'Attendance'. The main content area includes buttons for 'Options', 'Reports', and 'Help', a search bar labeled 'Search on Term', and a student selection dropdown menu.

- 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 displays a table with columns for 'Code' and 'Reason'. There are four rows of attendance records, each with a checkbox on the left. The table shows the following data:

	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/aspn/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**.



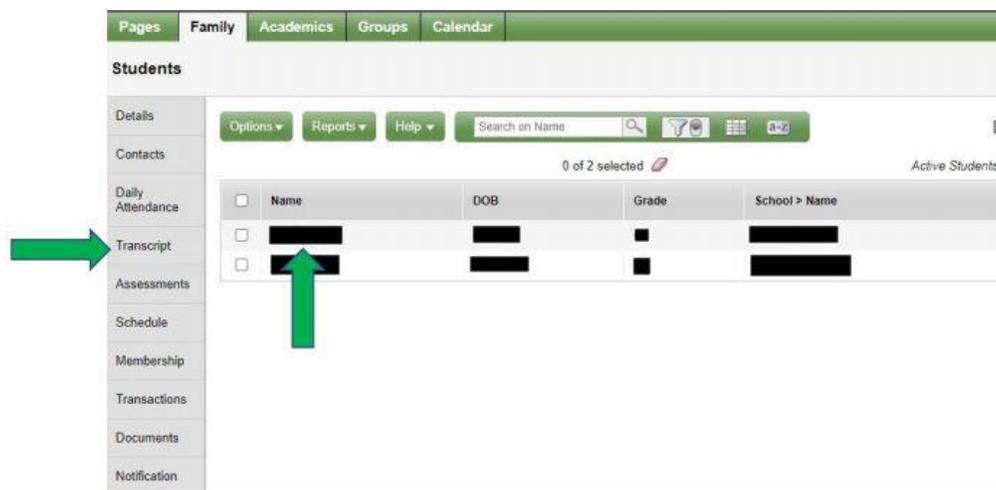
Please note posted report cards expire in July at the end of each school year but students and parents can access previous years marks through the student transcript tab.

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.

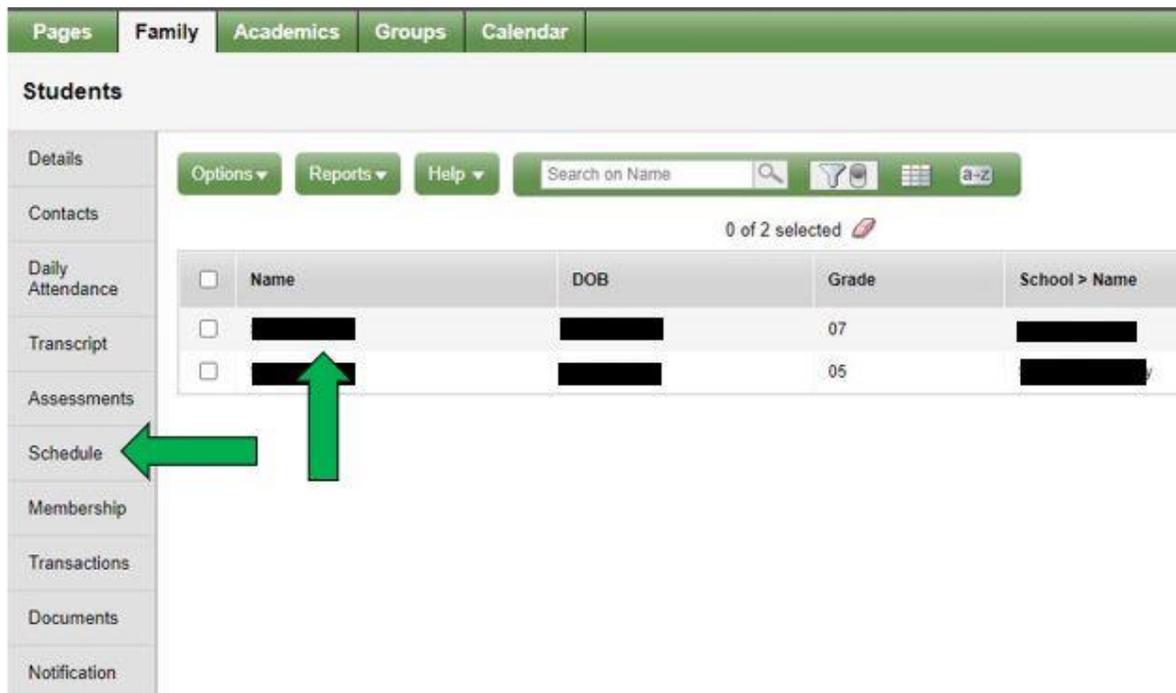
The screenshot shows a web interface for student records. At the top, there are navigation tabs: Pages, Family, Academics, and Calendar. Below this, the page title is 'Students ::'. There are several buttons: Options, Reports, and Help. A search bar is labeled 'Search on Year'. A dropdown menu is open, showing three options: 'Current Year', 'Current School', and 'All Records' (which has a checkmark). Below the dropdown is a table with columns 'Year', 'Grade', and 'Desc'. The table is empty, and a message '0 of 0 records' is displayed. Two green arrows point to the 'All Records' option and the '0 of 0 records' message. On the left side, there is a sidebar with various report options: Transcript, Transcript Details, Credit Summary, Grade Point Summary, Programs of Study, and Graduation Summary.

VIEWING STUDENT SCHEDULES

- Log on to <https://www.myeducation.gov.bc.ca/aspen/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.



- 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.



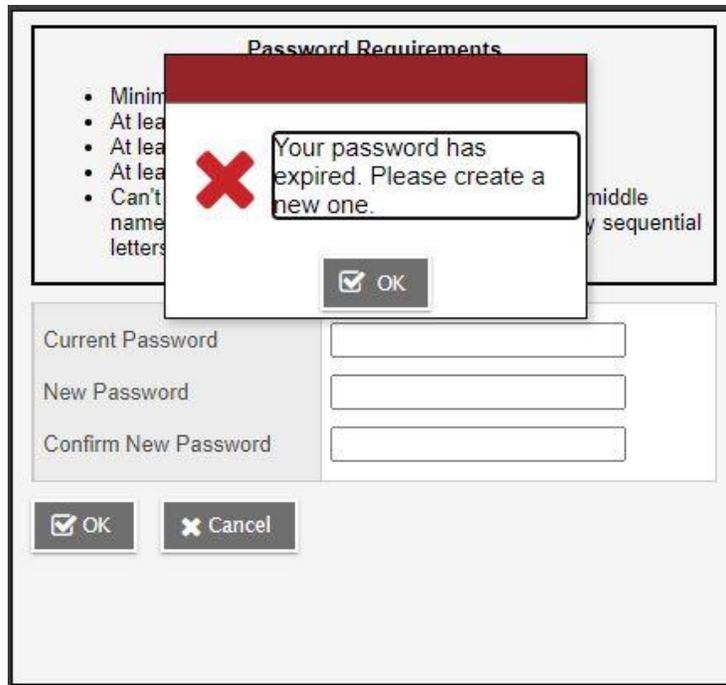
PASSWORD RECOVERY

- 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 two input fields: 'Login ID' and 'Password'. Below the 'Password' field is a blue link that reads 'I forgot my password', which is highlighted by a green arrow pointing from the right. At the bottom left of the form is a 'Log On' button with a right-pointing arrow icon.

- 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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