

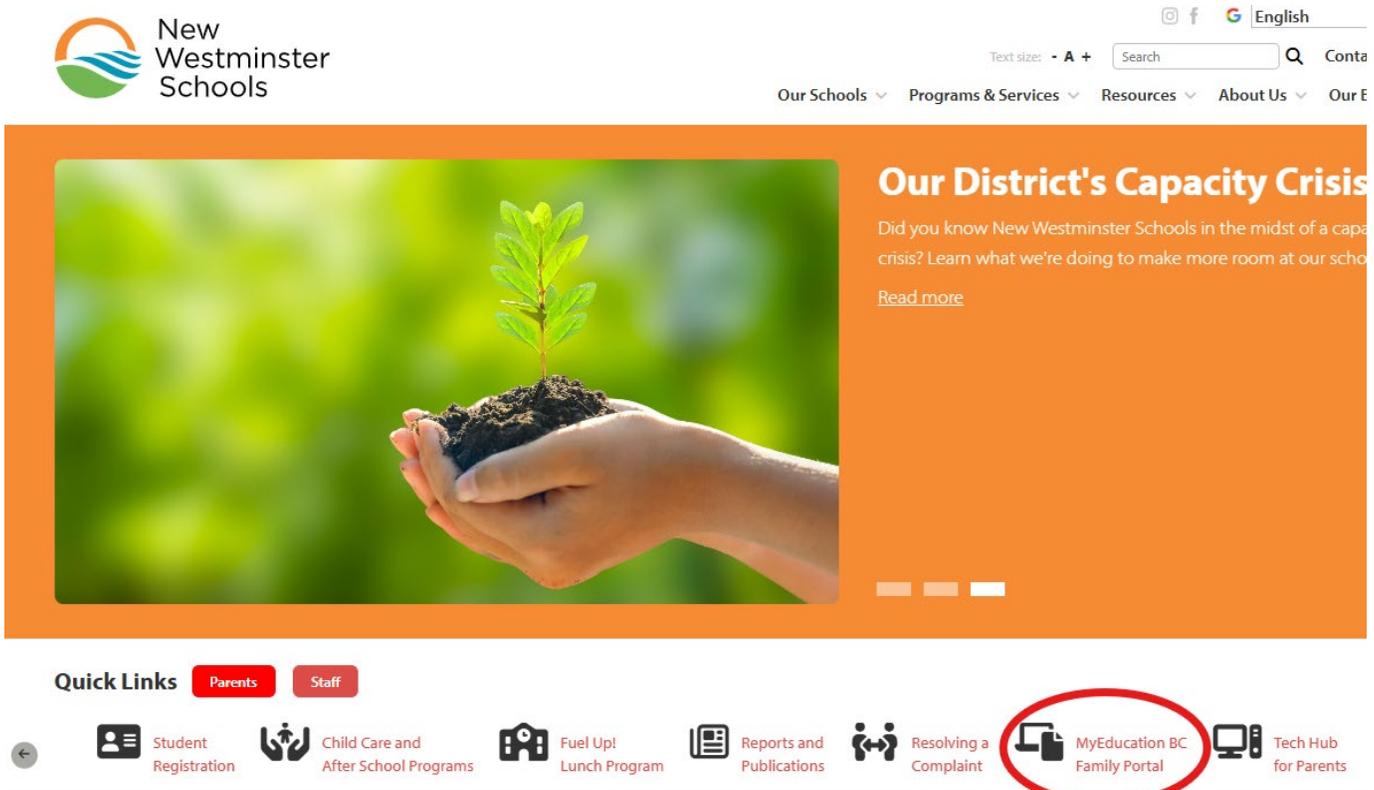
Logging In

Please Note: Initial login to MyEdBC portal accounts **MUST** be done on a desktop computer or laptop. Subsequent logins can all be done through either computers or portable devices.

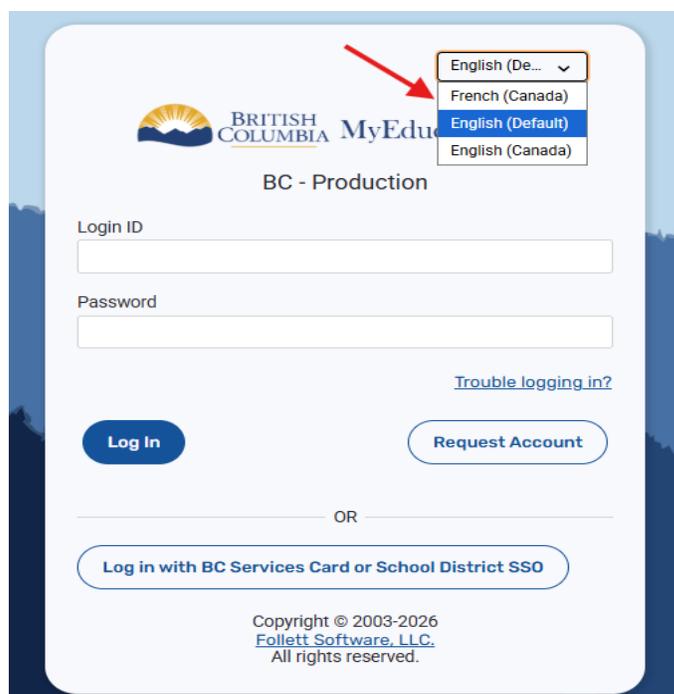
1. Access the MyEducation BC login screen by doing one of the two following options:

IMPORTANT: do not access the MyEducation BC Portal by searching a web browser (e.g. Google).

- a. Entering the following URL into your web browser: <https://myeducation.gov.bc.ca/aspn-login/?deploymentId=aspen>; or
- b. Clicking onto the MyEducation BC Portal link on the District Website.



2. You will be taken to the MyEducation BC Portal login screen. The default language is set to English. You can change your preferred language as shown in the screenshot below.



3. Enter your Login ID and Password. If this is your first time logging into MyEd BC, you will have received your Login ID and Password with your confirmation email.

4. Click 

NOTE: numbers 5 – 7 below are for users who are logging into MyEd BC for the first time.

5. If this is your first time logging into MyEd BC, you should then arrive at this screen.

Your password has expired, please create new one

Current Password

New Password [Requirements](#)

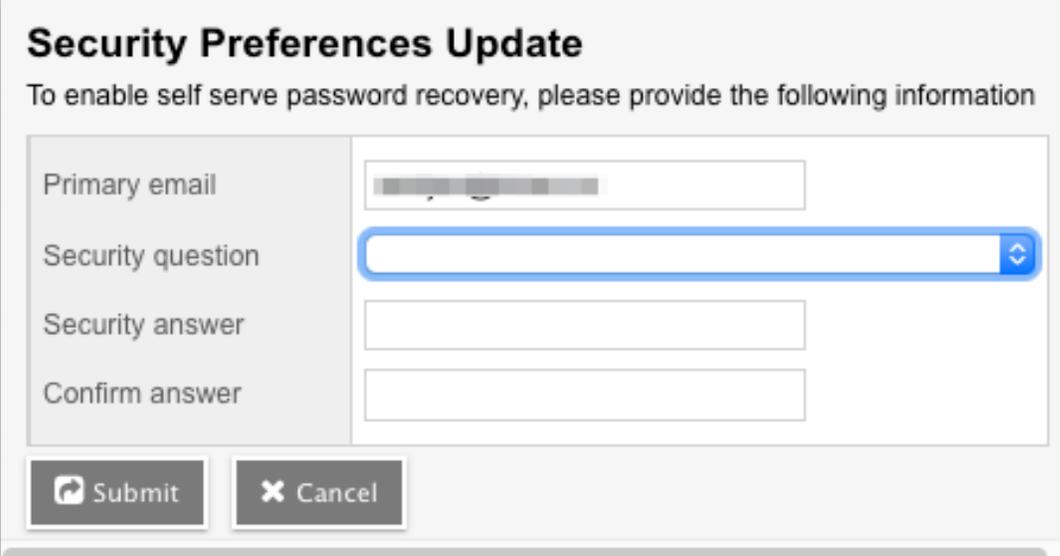
Confirm New Password

6. The following criteria for a new password show as follows if you click the “Requirements” link:
- Minimum 8 characters.
 - At least one number.
 - At least one capital and one lower case letter.
 - At least one ‘special’ symbol (\$,#,&).
 - Can’t contain “password” or any personal id.

Fill in the fields as required, *make sure you know your new password*. We suggest writing it and storing it. Click OK.

7. On your first login you will now arrive at this screen, please fill it in.



Security Preferences Update

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

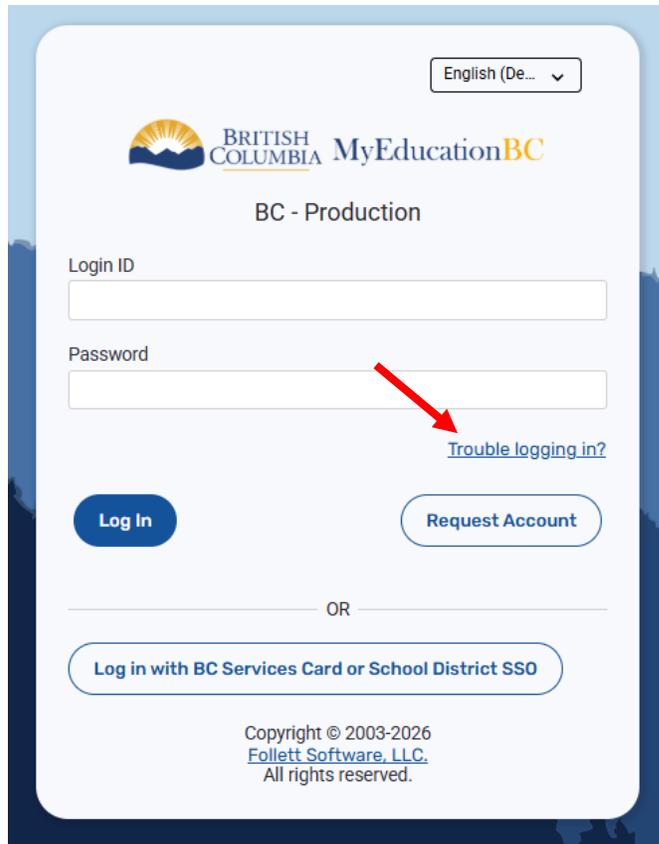
Primary email	<input type="text"/>
Security question	<input type="text"/>
Security answer	<input type="text"/>
Confirm answer	<input type="text"/>

Please record this information somewhere safe as it will allow you to retrieve a new, system generated password if the need arises. Click 

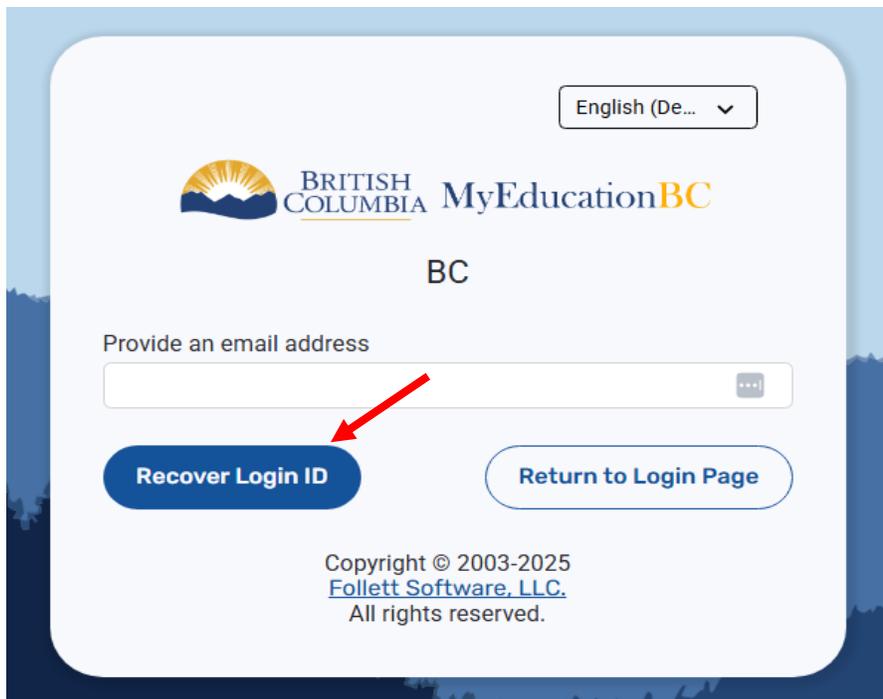
Trouble Loggin in - Password Reset and Retrieve Login ID

1. Users can reset their expired passwords or retrieve their existing User IDs, from the login screen by using the “Trouble logging in?” option on the login screen.



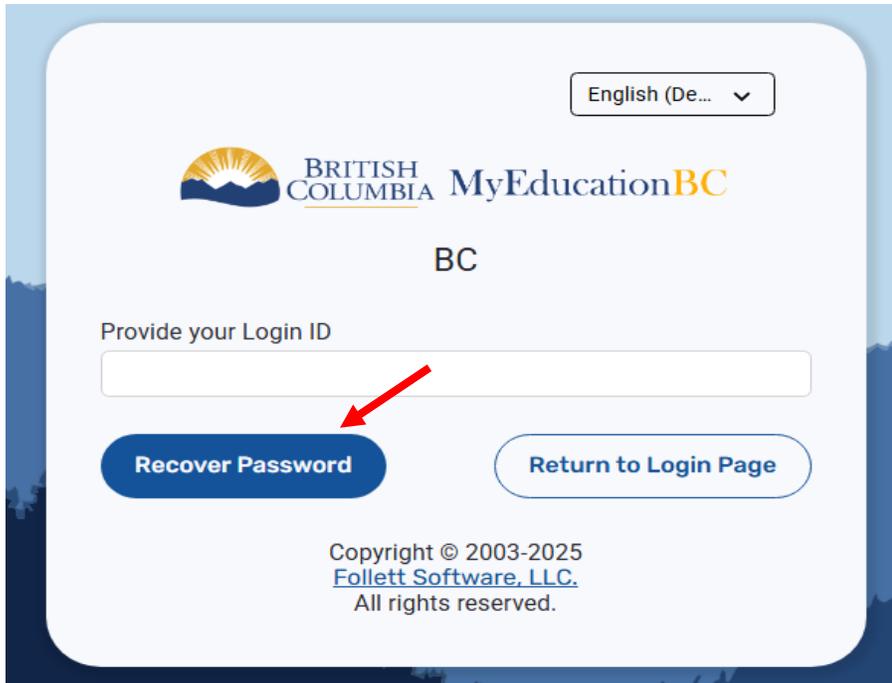
Retrieve Login ID

1. In the pop-up, click “Retrieve your Login ID”. The following pop-up appears. Fill in your email address and click “Recover Login ID”. Follow the instructions to retrieve your Login ID sent to your email.



Recover Password

1. In the pop-up, click “Recover Password”. The following pop-up appears. Fill in your Login ID and click “Recover Password”. Follow the instructions to recover your password sent to your email.



You will be taken to this screen to reset your password.

Your password has expired, please create new one

Current Password

New Password [Requirements](#)

Confirm New Password

OK **Cancel**

2. The following criteria for a new password show as follows if you click the “Requirements” link:
 - Minimum 8 characters.
 - At least one number.
 - At least one capital and one lower case letter.
 - At least one ‘special’ symbol (\$,#,&).
 - Can’t contain “password” or any personal id.

Fill in the fields as required, *make sure you know your new password*. We suggest writing it and storing it. Click OK.

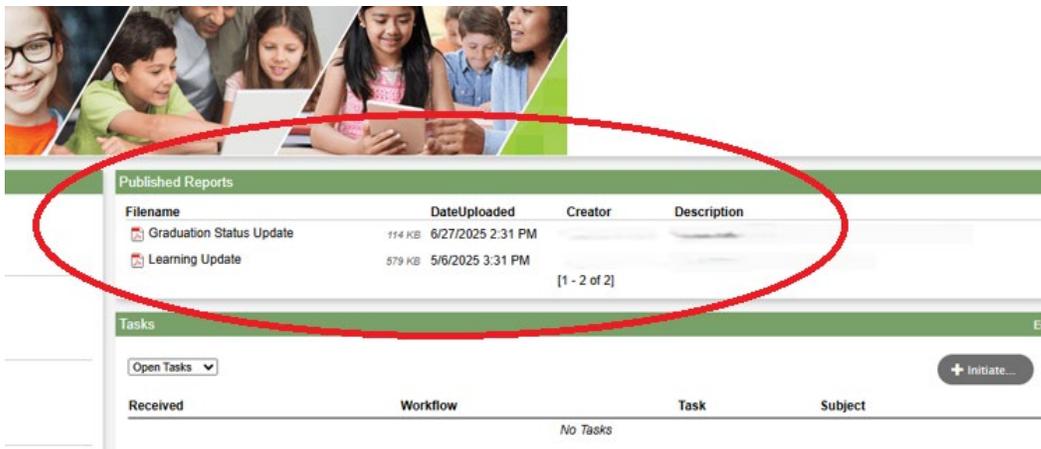
Navigating MyEducation BC

When you login to MyEducation BC, you will land on a screen that looks like this.



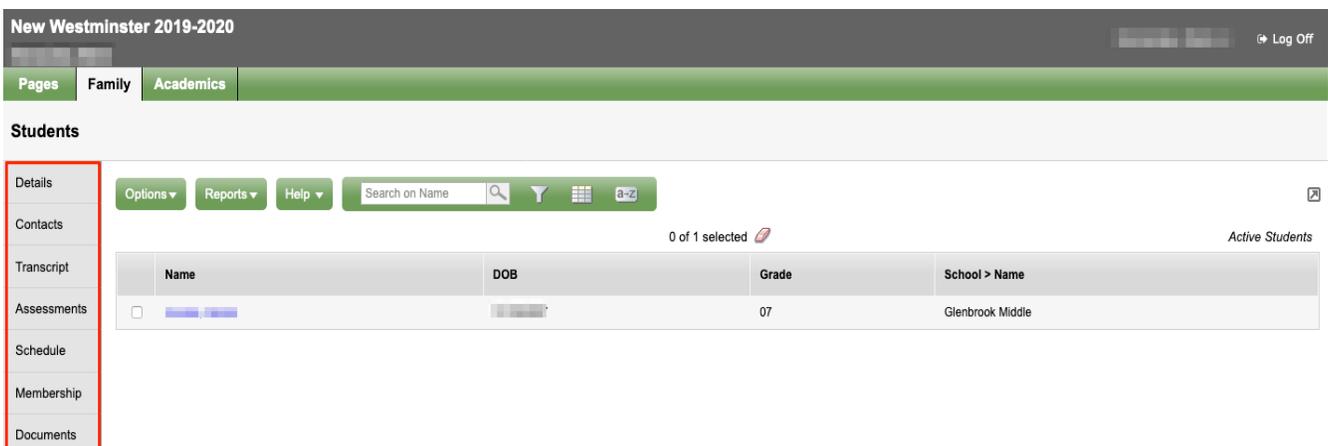
Locating Published Reports

New Westminister Schools publishes several reports to the MyEducation BC Portal, including Report Cards (Learning Updates) and Graduation Status Updates. They are located on the Pages Screen under the Published Reports Heading.



Family Top Tab

Clicking on the **Family** top tab you'll end up on a screen with these choices on the left side. All of your students should also be listed here. Click onto each student separately to view the information behind each choice on the left side.

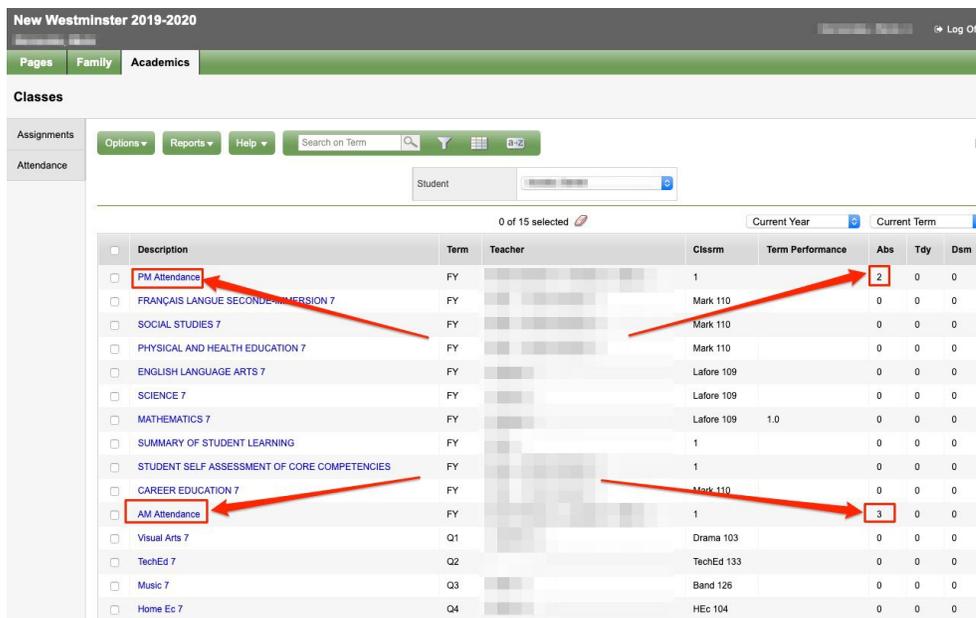


- The **Details** screen, shows your student's demographic information, please insure that it's correct.
- The **Contacts** side tab should have the correct demographic information for your family and emergency contacts. Please contact the school immediately regarding any errors.
- The **Transcript** side tab will allow you to monitor your child's learning progress in each course, and as they progress through their K-12 education.

- The **Assessments** side tab will show results of any standardized assessments your child may have taken (e.g. FSA results)
- The **Schedule** side tab allows you to check which courses your child has been scheduled into. This is particularly useful in high school before the start of the school year.
- The **Membership** side tab shows information about student enrollment and student programs.
- The **Documents** side tab is where the teacher, or the school, can store any scanned documentation pertaining to your child’s education. This is where you will find the Annual Instruction Plan for English Language Learners and any Inclusive Ed Individual Education Plans.

Academic Top Tab

Under the **Academics** top tab you’ll see the following.



Description	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dem
PM Attendance	FY		1		2	0	0
FRANÇAIS LANGUE SECONDAIRE (VERSION 7)	FY		Mark 110		0	0	0
SOCIAL STUDIES 7	FY		Mark 110		0	0	0
PHYSICAL AND HEALTH EDUCATION 7	FY		Mark 110		0	0	0
ENGLISH LANGUAGE ARTS 7	FY		Lafore 109		0	0	0
SCIENCE 7	FY		Lafore 109		0	0	0
MATHEMATICS 7	FY		Lafore 109	1.0	0	0	0
SUMMARY OF STUDENT LEARNING	FY		1		0	0	0
STUDENT SELF ASSESSMENT OF CORE COMPETENCIES	FY		1		0	0	0
CAREER EDUCATION 7	FY		Mark 110		0	0	0
AM Attendance	FY		1		3	0	0
Visual Arts 7	Q1		Drama 103		0	0	0
TechEd 7	Q2		TechEd 133		0	0	0
Music 7	Q3		Band 126		0	0	0
Home Ec 7	Q4		HEc 104		0	0	0

- This is a list of all classes that a student is *currently* enrolled in.
- Due to the way attendance is tracked in our district, attendance data is also found on this screen.
- Clicking into any course, the **Assignments** side tab allows you to see information about student achievement on any given assignment.

Please take the time to log in and browse our student information system. It is a powerful tool used to communicate student learning as we continue to strive for excellence in New Westminster Schools.