

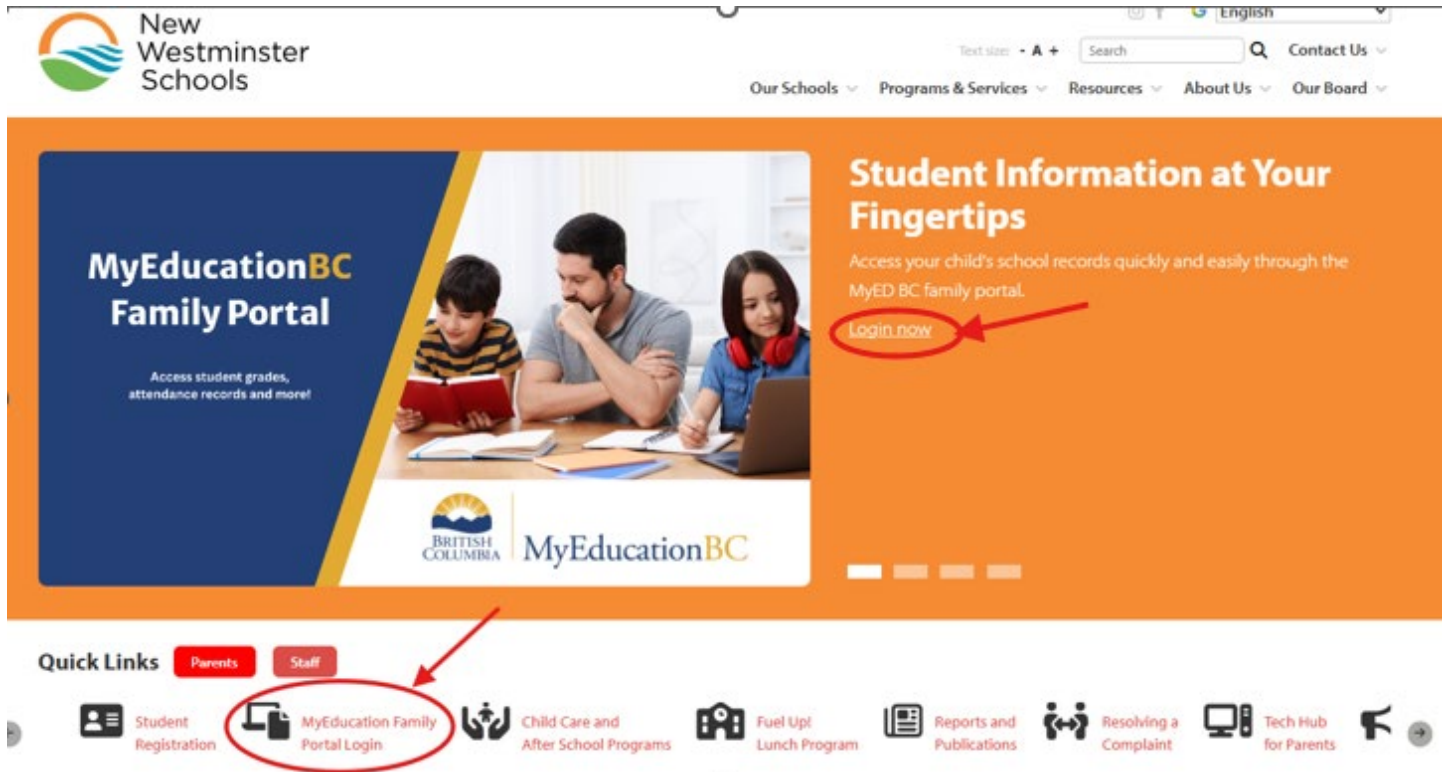
Logging In

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:

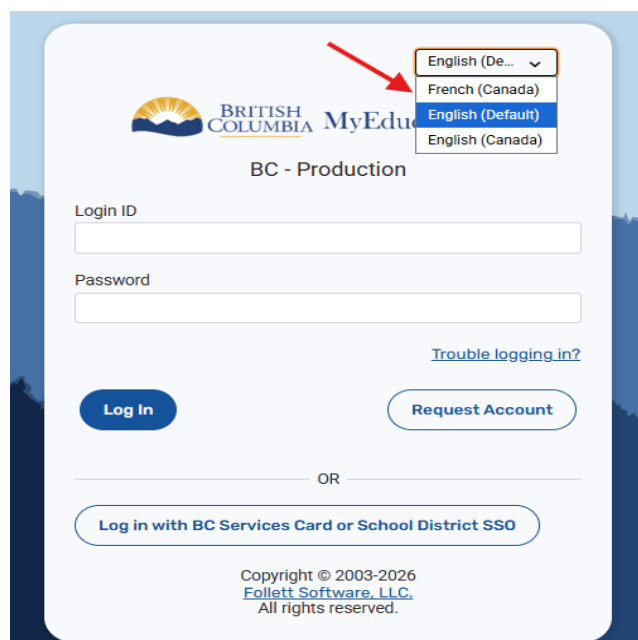
IMPORTANT: do not access the MyEducation BC Portal by searching a web browser (e.g. Google).

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



The screenshot shows the New Westminster Schools website. At the top left is the school logo. The main banner features the 'MyEducationBC Family Portal' logo and a photo of a family. A red circle highlights the 'Login now' link in the banner. Below the banner, the 'Quick Links' section contains several icons, with 'MyEducation Family Portal Login' circled in red and an arrow pointing to it.

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.



The screenshot shows the login page for MyEducation BC. At the top, there is a language dropdown menu with 'English (Default)' selected. Below the menu are fields for 'Login ID' and 'Password'. There are 'Log In' and 'Request Account' buttons. At the bottom, there is a link for 'Log in with BC Services Card or School District SSO' and a copyright notice for Follett Software, LLC.

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



Multi-factor Authentication

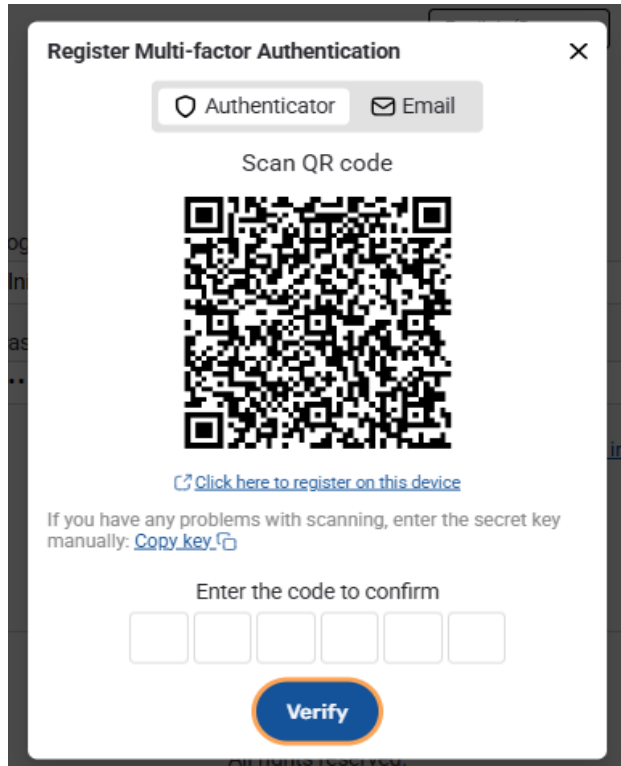
New Westminster Schools uses multi-factor authentication to add a layer of security to MyEducation BC. If your mobile device doesn't already have an authenticator app, there are many available to download, including Microsoft Authenticator.

The first time users log in with multi-factor authentication, they have a choice:

- Verify using an authenticator app on their mobile device, or
- Receive a code via email.

To Register multi-factor authentication method:

After logging in with your Login ID and Password, the Register Multi-factor Authentication pop-up appears:



1. Select how you want to use multi-factor authentication from the following four options. The selection will be the default sign-in method:

a) Option 1 - Scan a QR code (using a laptop or desktop):

- Open an authenticator app on your mobile device and use it to scan the QR code that appears in the Register Multi-factor Authentication pop-up on your desktop or laptop.
- A new entry appears in your authentication app, labeled Follett Software, LLC (*your username*).
- Enter the six-digit code to confirm.

b) Option 2 - Receive a code via email:

- In the Register Multi-factor Authentication pop-up, click or tap the **Email** sub-tab.
- Find a new email from MyEducation BC Support (emailed to the email address associated with your MyEducation BC account) with the subject "Verification code".
- Copy the confirmationcode and paste it into the Register Multi-factor Authentication pop-up in MyEducation BC.

c) Option 3 - Register your mobile device:

- Using your mobile device, tap the "Click here to register on this device" link on the Register Multi-factor Authentication pop-up to open your default authenticator app. The authenticator should automatically add an entry.
- Enter the six-digit code into the Register Multi-factor Authentication pop-up.

d) Option 4 - Copy a key (using a mobile device):

- Using your mobile device, tap the “Copy key” link on the Register Multi-factor Authentication pop-up.
- Start a new email message, and paste the key you copied into it.
- Open your default authenticator app, click + and use the manual entry method in your authenticator app to paste the key again. A six-digit code appears.
- In the Register Multi-factor Authentication pop-up, paste or enter the six-digit code.

2. Click “Verify”.

3. You should then arrive at this screen.

Your password has expired, please create new one

Current Password

New Password [Requirements](#)

Confirm New Password

4. 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.

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

Security Preferences Update

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

Primary email

Security question

Security answer

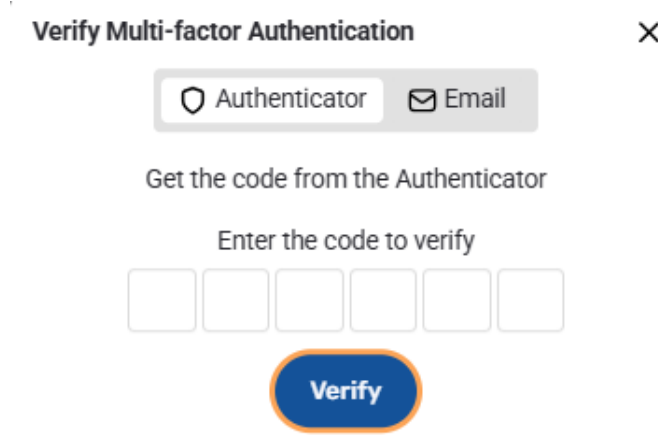
Confirm answer

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

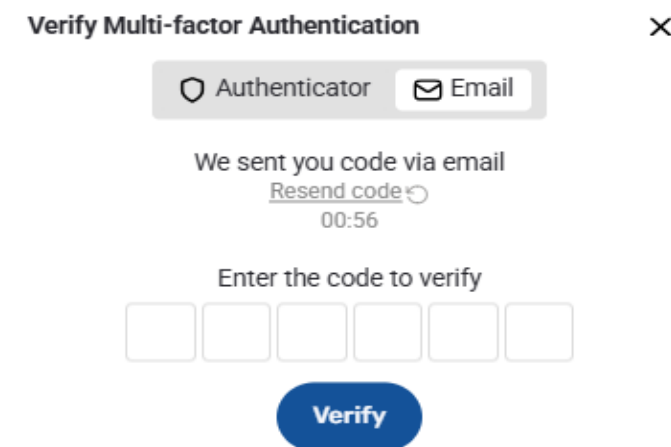
Subsequent Log ins Using Multi-factor Authentication

1. On the login page, enter your username and password. The Verify Multi-factor Authentication pop-up will appear.
2. On the Verify Multi-factor Authentication pop-up, type the six digit confirmation code from your authenticator app or the email received from MyEducation BC into the “Enter the code to verify” boxes

Using an Authenticator app:

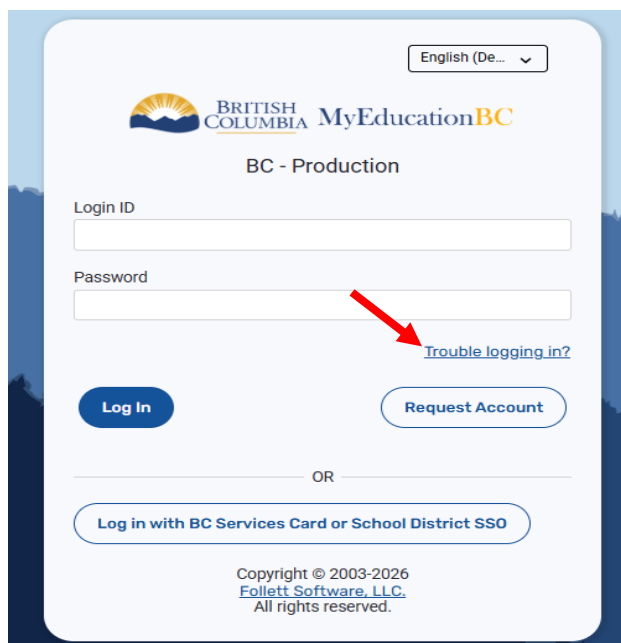


Using an Authenticator app:



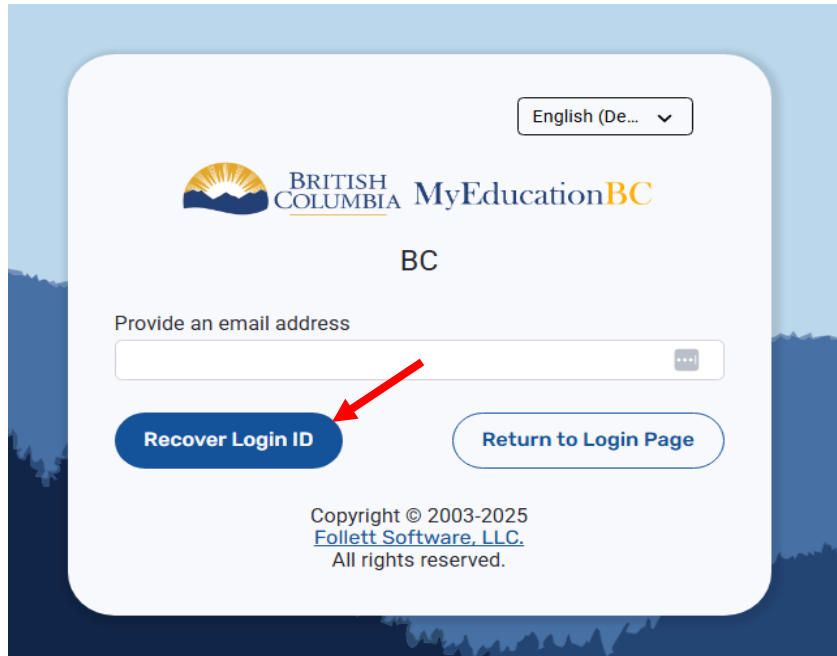
Trouble Logging in - Password Reset and Retrieve Login ID

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.



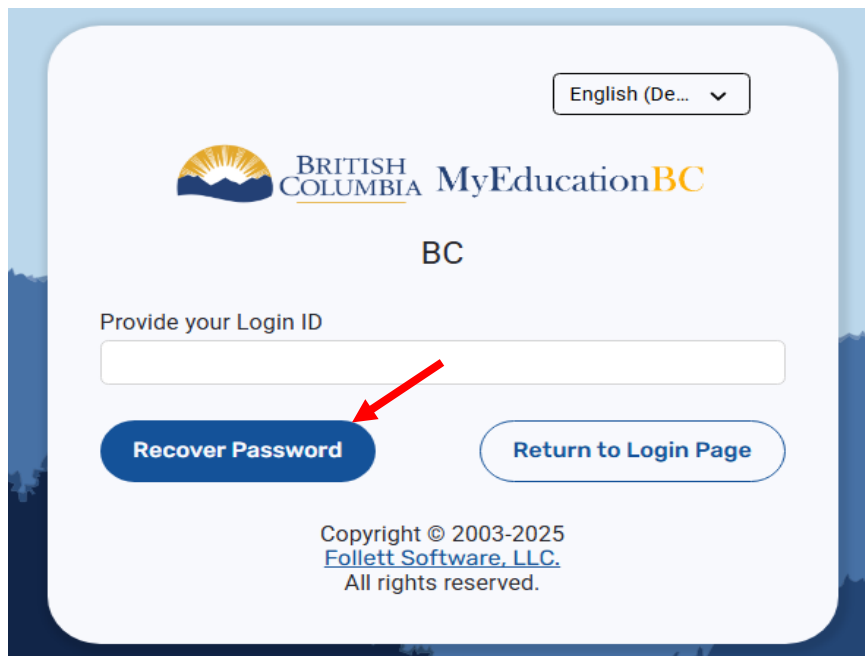
Retrieve Login ID

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

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.

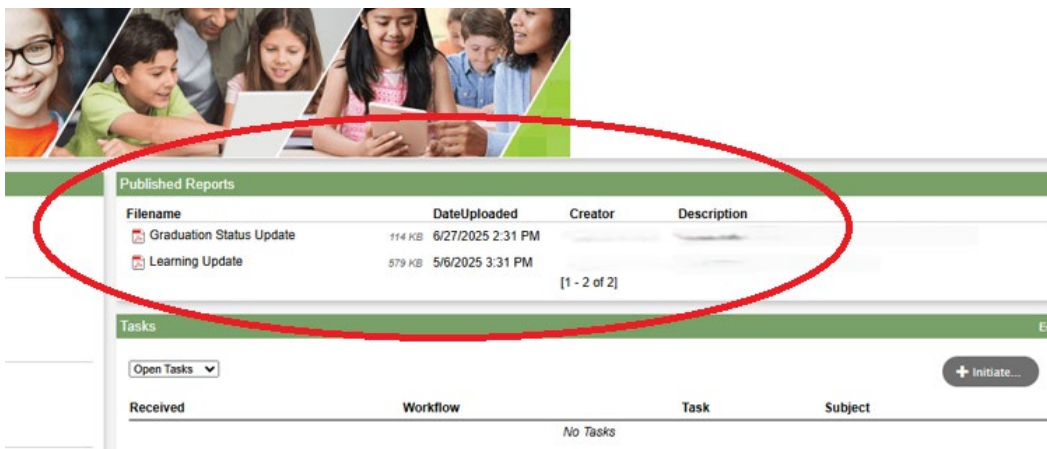
Navigating MyEducation BC

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



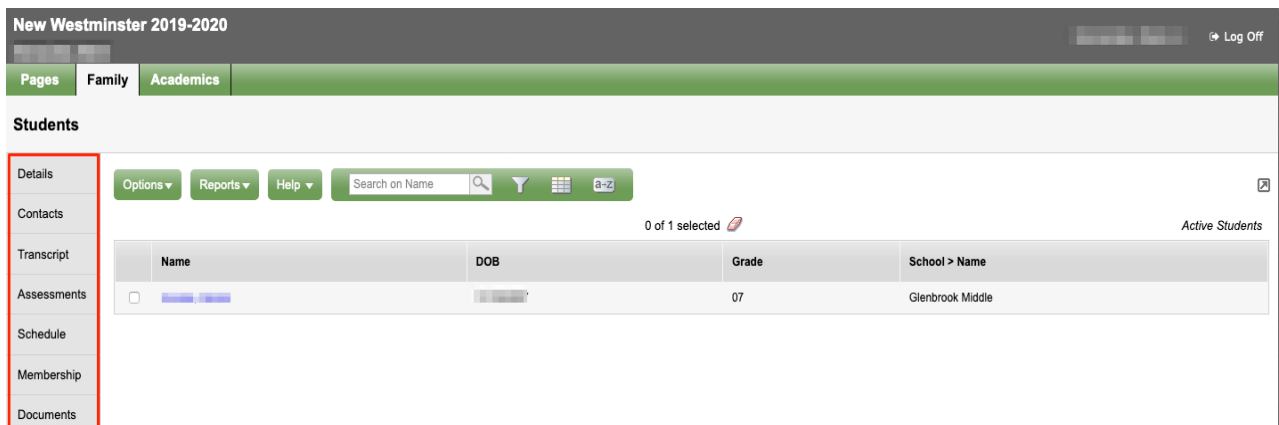
Locating Published Reports

- New Westminster 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

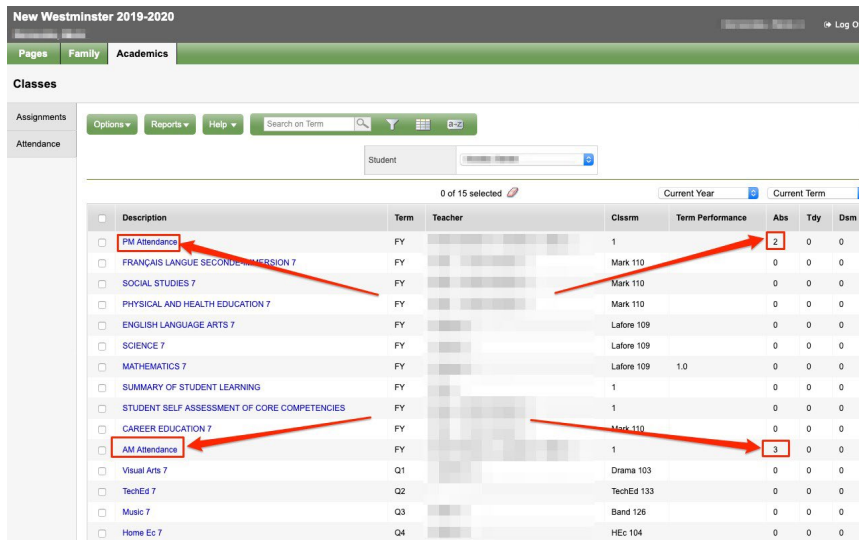
- Clicking on the **Family** top tab you’ll end up on a screen with these choices on the left side. All of your students should also be listed here. Click onto each student separately to view the information behind each choice on the left side.



- 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	Classm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/> PM Attendance	FY		1		2	0	0
<input type="checkbox"/> FRANÇAIS LANGUE SECONDE IMMERSION 7	FY		Mark 110		0	0	0
<input type="checkbox"/> SOCIAL STUDIES 7	FY		Mark 110		0	0	0
<input type="checkbox"/> PHYSICAL AND HEALTH EDUCATION 7	FY		Mark 110		0	0	0
<input type="checkbox"/> ENGLISH LANGUAGE ARTS 7	FY		Lafore 109		0	0	0
<input type="checkbox"/> SCIENCE 7	FY		Lafore 109		0	0	0
<input type="checkbox"/> MATHEMATICS 7	FY		Lafore 109	1.0	0	0	0
<input type="checkbox"/> SUMMARY OF STUDENT LEARNING	FY		1		0	0	0
<input type="checkbox"/> STUDENT SELF ASSESSMENT OF CORE COMPETENCIES	FY		1		0	0	0
<input type="checkbox"/> CAREER EDUCATION 7	FY		Mark 110		0	0	0
<input type="checkbox"/> AM Attendance	FY		1		3	0	0
<input type="checkbox"/> Visual Arts 7	Q1		Drama 103		0	0	0
<input type="checkbox"/> TechEd 7	Q2		TechEd 133		0	0	0
<input type="checkbox"/> Music 7	Q3		Band 126		0	0	0
<input type="checkbox"/> 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.