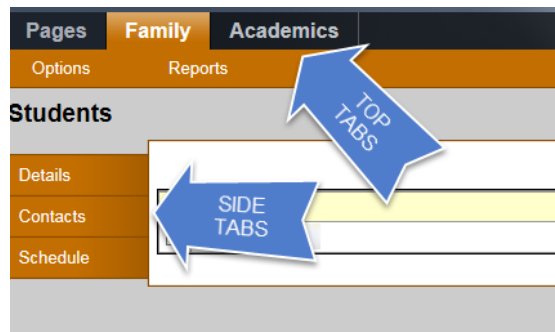


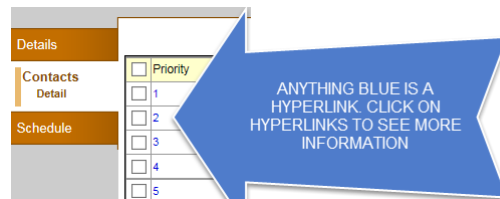
Getting Started - Family Portal Information

Navigating around the Family Portal

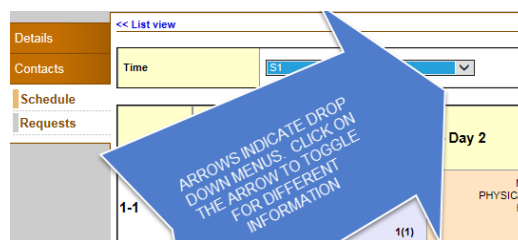
A. Tabs



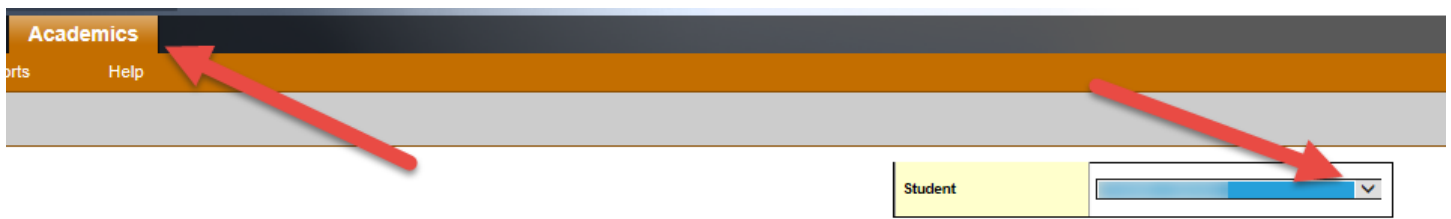
B. Hyperlinks



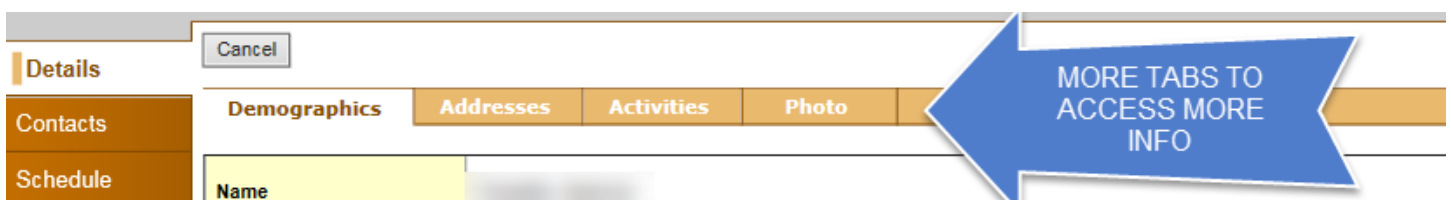
C. Drop down menus



D. Toggle between your children by using the drop down arrow when you are on the Academics Top Tab



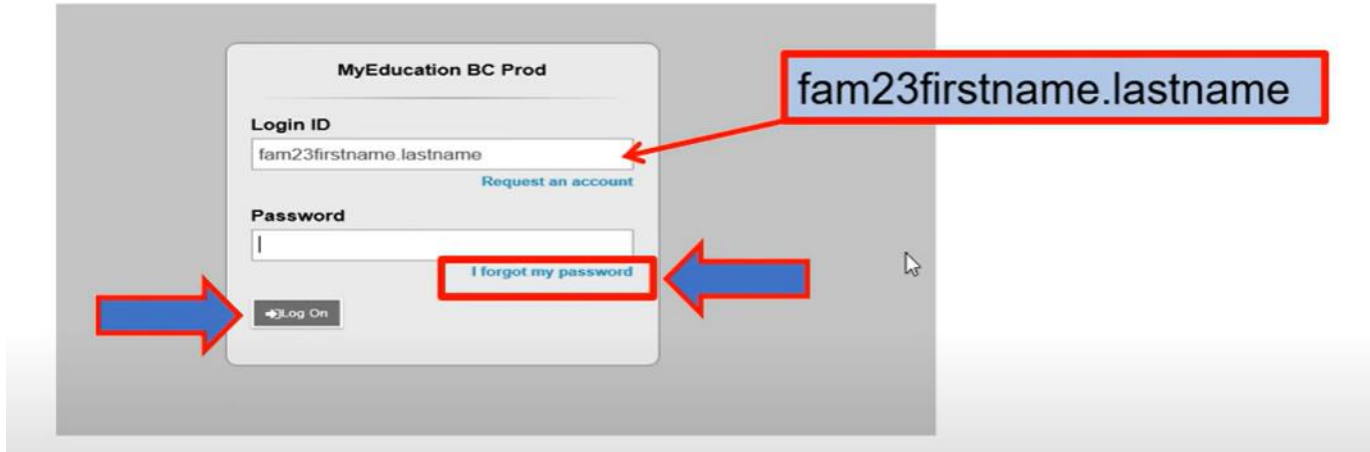
E. Tabs



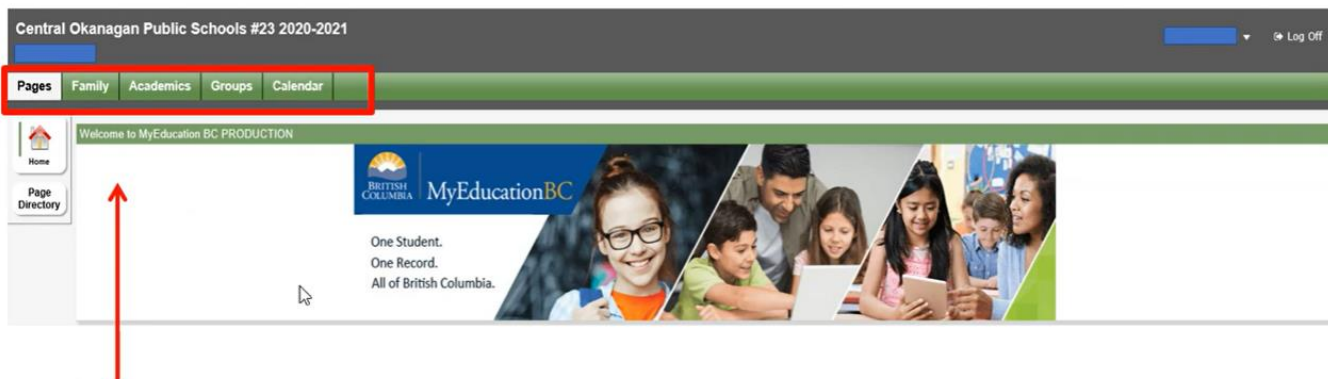
How do I access the Portal?

You can log on to the Family portal from any computer that connects to the Internet.

1. Open your browser to connect to the Internet.
2. Go to the <https://www.myeducation.gov.bc.ca/aspen/logon.do>
3. Enter your **Login ID (fam23firstname.lastname)** and **Password (case sensitive)**.
4. Forgot your password? Click on "I forgot my password", it will email you a temporary password.



What information can I access through the MyEd Family portal?



- ✓ There are 5 top tabs in the Family Portal. Each tab contains information specific to the user. (***Note: The Groups Top Tabs are not applicable at this time**)

A. Pages Top Tab

This is the default page you will see upon logging in.

- **Recent Activity** - will show all students in your family and certain items that the school has changed or updated in your child's myed account.
- **Published Reports** – will show published reports that you are able to view and print (examples include report cards and student schedules)

Central Okanagan **Pages Top Tab**

Pages **Family** Academics Groups Calendar

Welcome to MyEducation BC PRODUCTION

MyEducationBC

All SD23 students in your family should appear here!

Report Cards View and Print

Recent Activity

Search: [] Last 30 days

Attendance Grades

Published Reports

Filename DateUploaded Creator Description

Report Cards - Middle Years and Secondary 09 Jul 5/25/2021 3:45 PM Kielan, Trisha Report card for C [1 - 1 of 1]

System Maintenance & Announcements

Welcome to MyEducation BC PRODUCTION

COVID-19 Daily Health Check Website

The COVID-19 Daily Health Check website contains the most up-to-date B.C. health guidelines and is user-friendly for children to complete daily. This resource can assist in preventative measures for families and help with the decision on whether students should attend school that day. You can also download the app via the following links: [iPhone/iPad iOS](#) or [Android](#) devices.

Weekly Maintenance Windows - Outages may be required

Every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am. If outages are required, the Production environment will be unavailable during these windows.

Protecting Personal Information

Productions personal information is subject to our privacy policy. MyEducation BC. While school districts are responsible for the production of this

B. Family Top Tab

Side Tabs Listed Below

Family Top Tab

Students

Details Options Reports Help Search on Name

Contacts

Daily Attendance

Transcript

Assessments

Schedule

Membership

Transactions

Documents

Notification

All family members attending school in SD23 should appear on this list!

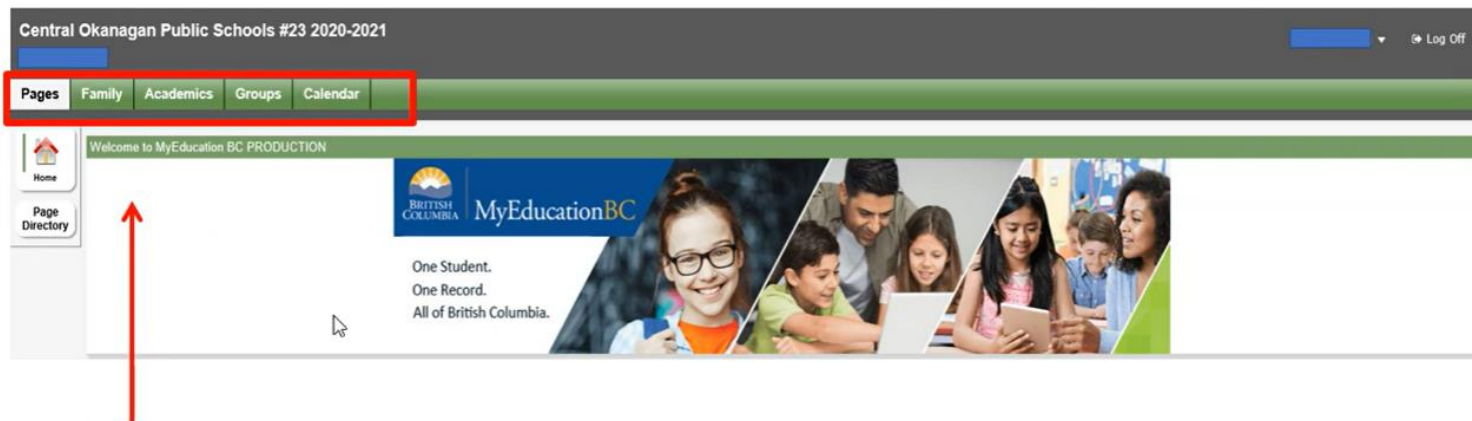
You will need to "select" your child one at a time

- **Details Side Tab** – The tabs contained within show the student's demographic information including address. Please let your school know if any of the information is incorrect or needs to be updated.
- **Contacts**- Show all emergency and regular contacts. Click on the Priority number hyperlink for each contact to view more detailed information. Please let your school know if any of the information is incorrect or needs to be updated.
- **Daily Attendance**- Shows all Daily Absences, Tardies and Dismissals
- **Transcripts**- Will show Current Courses and Marks. You can click the  to see "All Records" including previous years, if the schools were using MyEd.
- **Assessments**- Shows your child's BC FSA and Provincial Assessments taken (including required assessments in order to graduate)
- **Schedule**: Shows the classes, teachers and their order depending on the school day.
 - Requests** – When students make course requests for the next school year, these will appear here.
- **Membership**- Shows Current school and school History
- **Transactions** – SD #23 currently does not use this tab
- **Documents** – Documents that may be uploaded to the student
- **Notification** - Notifications

C. Academics Top Tab

****Keep in mind that unless teachers are using the MyEd Gradebook to enter marks, you will not be able to see student progress here.**

- An **overview** of the Courses, Current Term Performance, Class Absences, Tardies and Dismissals
- **Assignments Side Tab:** Click on the class name (in blue) to see more information on assignments in that class. Click in to the assignment name hyperlink to see more detail.
- **Attendance:** Attendance is taken in each class. After clicking on a class name in the Academics Top Tab, click the Attendance side tab to see the attendance for that class.



- ✓ There are 5 top tabs in the Family Portal. Each tab contains information specific to the user. (***Note: The Groups Top Tabs are not applicable at this time**)

How do I change my password or email address?

From any page, click **Set Preferences** in the upper-right corner of the screen. Here you can set your user preferences.

What if I need more help with the MyEd Family Portal?

It is easy to navigate through MyEd's secure, read-only data. Feel free to explore. If you have a question about how to do something, go to the **Help** menu for the following options:

- **Online Help:** Click to open online Help, and then click **Using the Student and Family Portal**. A table of contents, index, and search help you find the information you need.
- **User Guides:** Click to open, download, and print a PDF version of *Family and Student Portals — User Guide*. This is the same content that's available in online Help.