

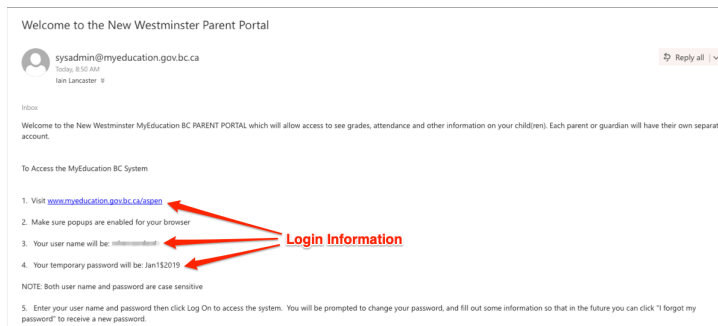
**If you already have a family account(s) please skip to the [Step 2: Logging In](#) to review how to log in.**

### **Step 1: Families New to MyEdBC Family Portal**

For families new to the MyEdBC Family Portal please read the following.

For new families an account is being created for you and you will be sent an email with the necessary information to log into your family account(s).

Below is a sample of the email that you will receive from MyEdBC. It will come from [sysadmin@myeducation.gov.bc.ca](mailto:sysadmin@myeducation.gov.bc.ca)



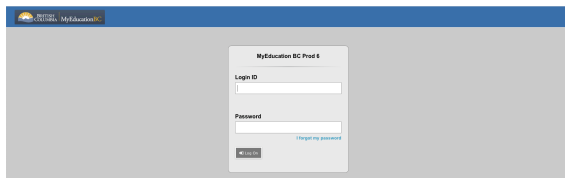
When you have received the email above, please move on to **Step 2: Logging In** to log into MyEdBC.


### **Step 2: 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.**

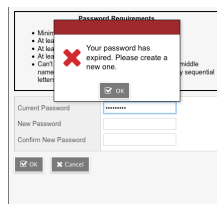
1. Navigate to the following link. You should end up at the login screen shown below.

<https://www.myeducation.gov.bc.ca/aspem/logon.do>



- Enter your login ID and Password which you will have received with your confirmation email
- Click 

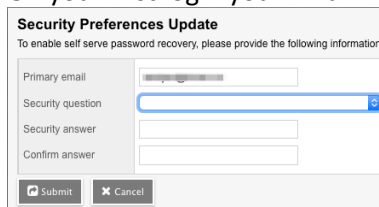
2. You should then arrive at this screen. Click OK




3. The criteria for a new password are given on the screen
  - 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

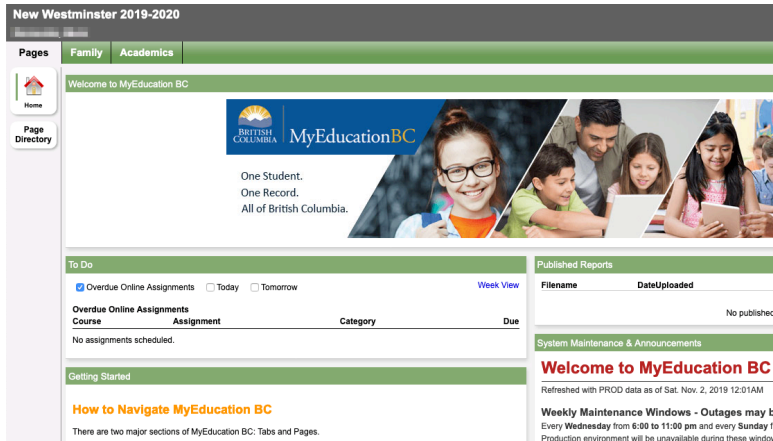
Fill in the fields as required, *make sure you know your new password*. We suggest writing it and storing it. Click OK

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

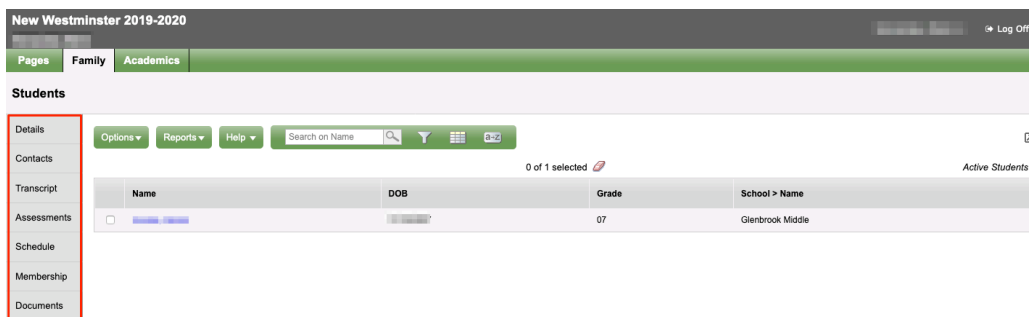


Please note this information down as it will allow you to retrieve a new, system generated password if the need arises. Click 

5. You will land on a screen that looks like this.

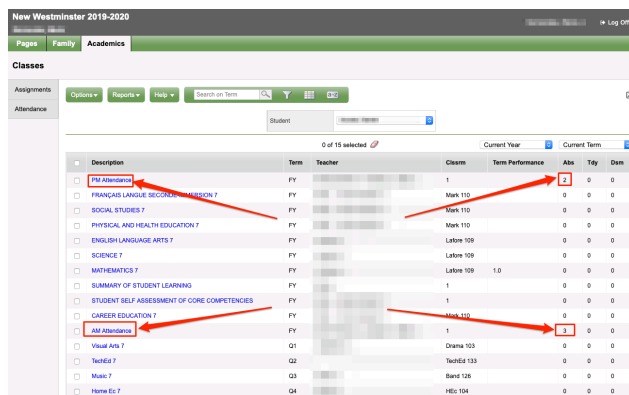


6. Clicking on the **Family** top tab you'll end up on a screen with these choices on the left side



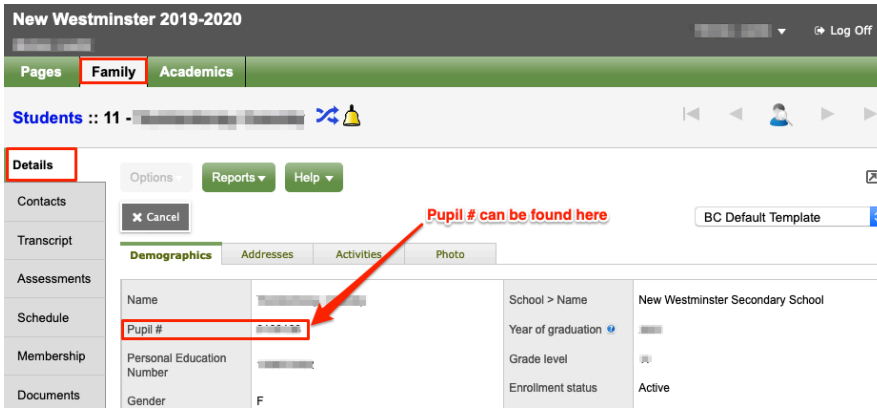
- The **Details** screen, shows your student's demographic information, please insure that it's correct.
- The **Contacts** side tab should have the correct demographic information for your family and emergency contacts. Please contact the school immediately regarding any errors.
- The **Transcript**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

7. Under the **Academics** top tab you'll see the following.



- 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

- If you do not know your child(ren)'s pupil number(s), it can be found on the MyEdBC Family Portal (see below)
- **Login to MyEdBC>Family Top Tab>Details Side Tab**



- <https://www.myeducation.gov.bc.ca/aspen/logon.do>

MyEdBC is a powerful tool to communicate student learning as we continue to strive for excellence in SD40.