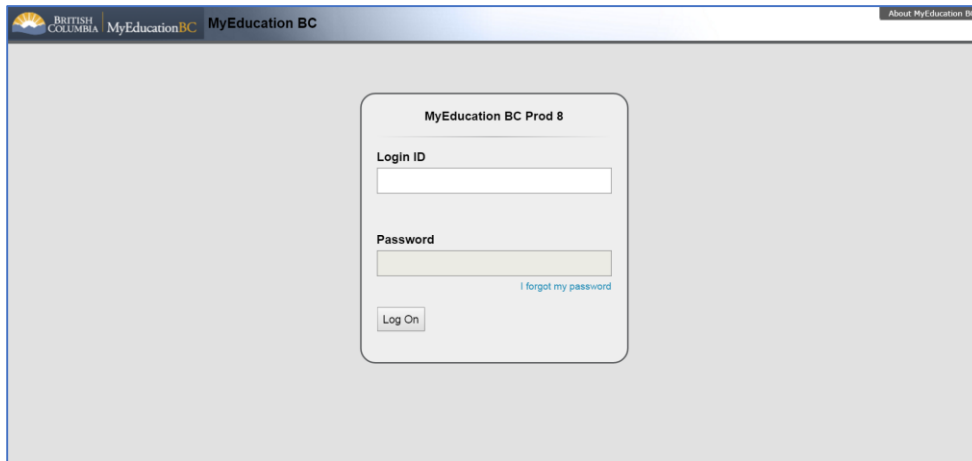


MyEducation BC: Introduction to the Student Portal

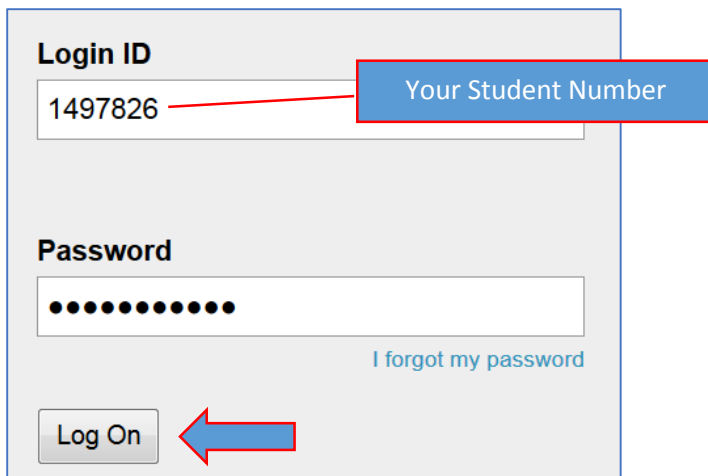
1. Navigate to the following link from any internet connected computer:

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



The screenshot shows the MyEducation BC login interface. At the top, there is a header with the British Columbia logo and the text 'MyEducation BC'. The main content area is a light gray box with a rounded rectangle in the center. This rectangle is titled 'MyEducation BC Prod 8' and contains a 'Login ID' field, a 'Password' field, a 'Log On' button, and a link that says 'I forgot my password'.

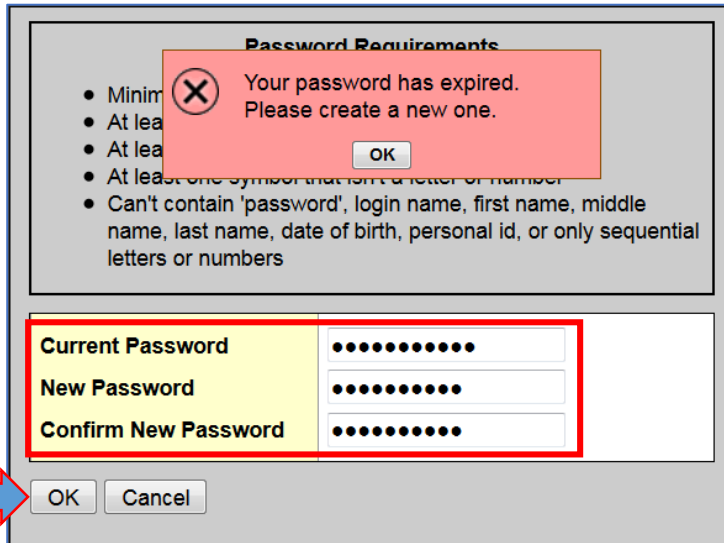
- Enter your **Login ID** (Your Student Number)
- Enter the auto generated password provided by your teacher. (The password is CASE SENSITIVE)
- Click **Log On**



This annotated screenshot shows the login fields filled out. The 'Login ID' field contains the number '1497826', with a red arrow pointing from a blue box labeled 'Your Student Number' to it. The 'Password' field is filled with ten black dots. A blue arrow points to the 'Log On' button. The 'I forgot my password' link is visible below the password field.

Your password will immediately expire. You will then be prompted to change your password.

- Enter the current (auto generated) password
- Enter your new unique password: Pay attention to the password requirements!
- Make the new password memorable and DO NOT SHARE!
- Click **OK**



Password Requirements

- Minimum 8 characters
- At least one uppercase letter
- At least one 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

✕ Your password has expired. Please create a new one.

OK

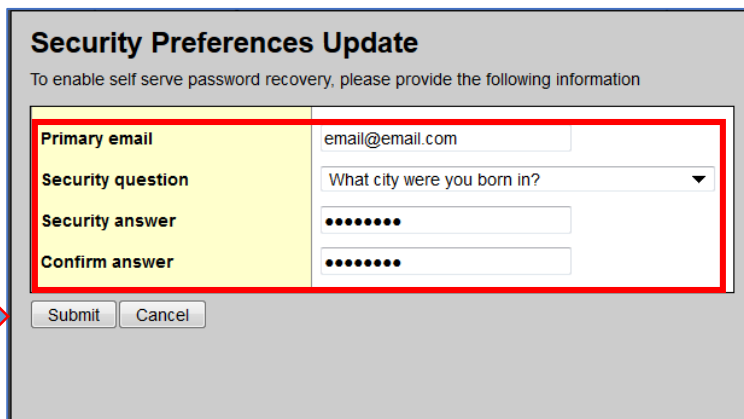
Current Password:

New Password:

Confirm New Password:

OK Cancel

- Enter in a valid email address (*Enter in a place holder such as the one below if you do not have an email address, however you will not be able to retrieve your password via email if it is lost or forgotten.*)
- Choose a security question from the drop down window.
- Enter the answer to the security question twice (*it must be identical both times*)
- Click **Submit**



Security Preferences Update

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

Primary email: email@email.com

Security question: What city were you born in?

Security answer:

Confirm answer:

Submit Cancel

Top Tabs:



BRITISH COLUMBIA MyEducationBC Greater Victoria 2015-2016 Adamus, Jana

Pages My Info Academics Groups Calendar Locker

There are 6 top tabs in the Student Portal. Each contains information specific to the user. (***Note: The Groups and Locker Top Tabs are not applicable at this time**)

2. Pages Top Tab

The Pages top tab contains an information banner and two important windows:

Recent Activity and **To Do**.

BRITISH COLUMBIA MyEducationBC Greater Victoria 2015-2016 Adamus, Jana Set Preferences Log Off Student View

Pages My Info Academics Groups Calendar Locker

MyEducation BC SDTrain Environment

This is the MyEducation BC SDTrain environment

Mobile Application Now Available
The Mobile Application is now available in MyEdBC Production and SDTest. Please ensure that the Default Locale is set to Canada for Attendance to function correctly.

Reports enabled in MyEducation BC Production and SDTest
The following reports are now available in Staff view in MyEducation BC and SDTest: Attendance Classroom Input, Attendance Homeroom Input, and the Consecutive Absence List. We continue to work on the following reports: BC Home Room List, BC Student Information with Photo, BC Home Room Student List, BC Class List, BC Class Student List, and the BC Withdraw Form.

Weekly Maintenance Windows Notice
System maintenance windows are scheduled every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am. The Production environment will be unavailable during these windows if outages are required.

Announcements

Recent Activity Last 30 days

Search:

☒ Attendance ☒ Grades

- 03/30/2016 - Assignment Grade (ENTREPRENEURSHIP 12) Grade: 4 Assignment: Communication 1
- 03/30/2016 - Assignment Grade (ENTREPRENEURSHIP 12) Grade: OMIT Assignment: Personal and Social 1
- 03/30/2016 - Assignment Grade (ENTREPRENEURSHIP 12) Grade: 2 Assignment: Q4Test
- 03/30/2016 - Assignment Grade (ENTREPRENEURSHIP 12) Grade: 6 Assignment: Think 1
- 03/03/2016 - Assignment Grade (MARKETING 11) Grade: 6 Assignment: Think 1
- 03/03/2016 - Assignment Grade (MARKETING 11) Grade: 6 Assignment: Personal and Social 1
- 03/03/2016 - Assignment Grade (MARKETING 11) Grade: 5 Assignment: Communication 1

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

Recent Activity

- Information on attendance and grades activity in your classes
- Select or deselect attendance or grades to view one or the other
- Select to view information from today, the last 7, 30, or 60 days.
- Click on the blue hyperlink to view details of an assignment or attendance record.

Recent Activity Last 30 days

Search:

☒ Attendance ☒ Grades

- 03/30/2016 - Assignment Grade (ENTREPRENEURSHIP 12) Grade: 4 Assignment: Communication 1
- 03/30/2016 - Assignment Grade (ENTREPRENEURSHIP 12) Grade: OMIT Assignment: Personal and Social 1
- 03/30/2016 - Assignment Grade (ENTREPRENEURSHIP 12) Grade: 2 Assignment: Q4Test
- 03/30/2016 - Assignment Grade (ENTREPRENEURSHIP 12) Grade: 6 Assignment: Think 1
- 03/03/2016 - Assignment Grade (MARKETING 11) Grade: 6 Assignment: Think 1
- 03/03/2016 - Assignment Grade (MARKETING 11) Grade: 6 Assignment: Personal and Social 1
- 03/03/2016 - Assignment Grade (MARKETING 11) Grade: 5 Assignment: Communication 1

To Do

Select check boxes to view:

- overdue assignments
- assignments due today
- assignments due tomorrow

Click the blue hyperlink to view the details of the assignment

To Do
☒ Overdue Online Assignments ☒ Today ☒ Tomorrow [Week View](#)

Overdue Online Assignments

Course	Assignment	Category	Due
MENT-12	Communication 1 ↑ Description of assignment details can go here!	Comm	2/19/2016
MENT-12	Think 1 ↑ Assignment description can go here!	Think	3/18/2016

Today: Friday, April 1

Course	Assignment	Category	Completed
No assignments scheduled.			

Tomorrow: Saturday, April 2

Course	Assignment	Category	Completed
No assignments scheduled.			

If your teacher has created a MyEducation BC class page it is accessible from the side tab on the Pages top tab.

- Click on the class icon to view the page
- Click on the Home icon to return to the portal

Pages My Info Academics Groups Calendar Locker

Home **Tab 1** **Tab 2**

Banner
 Entrepreneurship 12

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

Blog Category: All Month: Current

Calendar

April 2016						
S	M	T	W	T	F	S
3	4	5	6	7	1	2
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Class Information
Course: MENT-12—00 - ENTREPRENEURSHIP 12
Instructor: Iles, Barbara (email01@email.com)
School: Mount Douglas Secondary **Room:** A-3
Schedule: 2(1-2) **Next meeting:** 4/1/2016

Attendance

	Q1	Q2	Q3	Q4
Absent	0	0	1	0
Tardy	0	0	0	0
Dismissed	0	0	0	0

Averages

	Q1	Q2	Q3	Q4
Communication				
Personal and Social			67.0	33.0
Thinking			100.0	
Gradebook average			83.0	33.0

Web Sites Edit

Forums

3. My Info Top Tab

This top tab provides access to demographic, attendance and transcript records specific to the user.

BRITISH COLUMBIA MyEducationBC Greater Victoria 2015-2016 Adamus, Jana Set Preferences Log Off Student View

Pages **My Info** Academics Groups Calendar Locker

Options Reports Help

My Record

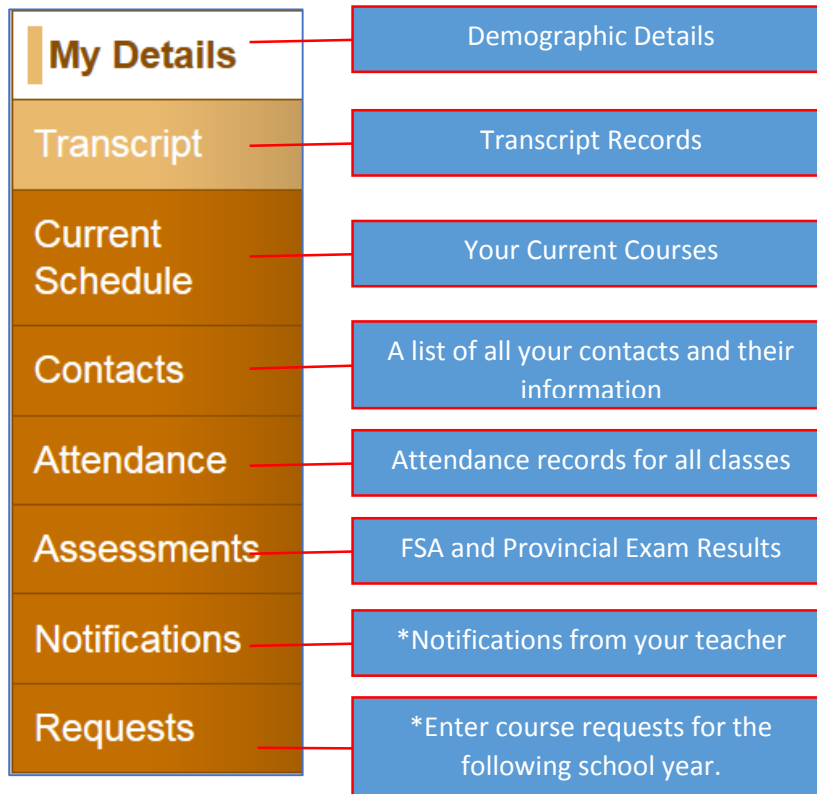
Cancel Default Template

My Details	Demographics	Addresses	Photo
Transcript	Legal first name Jana		
Current Schedule	Legal middle name		
Contacts	Legal last name Adamus		
Attendance	Suffix		
Assessments	Pupil # 259480		
Notifications	Personal Education Number 121575971		
Requests	Homeroom 19		
	Locker		
		School > Name Mount Douglas Secondary	
		Next School > Name Mount Douglas Secondary	
		Year of graduation 2016	
		Grade level 12	
		Parking Space	
		License Plate #	

Cancel

My Info Side Tabs

- Click on the side tab to view information



*These two side tabs are not yet applicable

4. Academics Top Tab

This top tab displays all your classes and the current average for classes in which your teacher has made your grades public to the portal.

Pages

My Info

Academics

Groups

Calendar

Locker

Options

Reports

Help

Search on Term

a=2

Classes

Details

Assignments

Attendance

0 of 6 selected

Description	Description	Course	Term	Teacher	Classrm	Current Term Performance	Abs	Tdy	Dsm
CO-OPERATIVE EDUCATION 12C	CO-OPERATIVE EDUCATION 12C	YSEVC2CX--01	FY	Iles, Barbara	A-3		2	0	0
GRADUATION TRANSITIONS	GRADUATION TRANSITIONS	MGT---X--01	FY	Prevost, Catrin, Verhagen, Mike			2	0	0
PRE-CALCULUS 12	PRE-CALCULUS 12	MPREC12---50	S2	Heslop, Sabrina	221		0	0	0
ENTREPRENEURSHIP 12	ENTREPRENEURSHIP 12	MENT-12---60	S2	Iles, Barbara	A-3	Q3 83.0 B	1	0	0
MARKETING 11	MARKETING 11	MMK--11---70	S2	Iles, Barbara	A-3	Q3 94.0 A	1	0	0
HISTORY 12	HISTORY 12	MHI--12---80	S2	Pascal, Larry	122		0	0	0

- Click the blue hyper link (course description) to go to the **Details** side tab of that course.
- Click the blue **Classes** hyperlink to return to the full list of classes
- View an **Attendance Summary** for the specified course
- View an **Average Summary**:
 - Categories for assessment set up by your teacher and their weight
 - Your average in each category
 - A current average for each quarter
 - An average posted to the report card for each quarter.

Classes :: MENT-12---60 - ENTREPRENEURSHIP 12

Click the forward and back buttons to scroll through the list of records.

Teacher		Classroom	
Teacher	Iles, Barbara	Classroom	A-3

Teacher Notes

These are portal notes set up for classes by the teacher from the details side tab in staff view.

Attendance Summary

Type	Q1	Q2	Q3	Q4	Year
Absent	0	0	1	0	1
Tardy	0	0	0	0	0
Dismissed	0	0	0	0	0

Average Summary

Category	Weight	Q1	Q2	Q3	Q4
Communication	33.3%			67.0	33.0
Personal and Social	33.3%				
Thinking	33.3%			100.0	
Gradebook average	100.0%			83.0	33.0
Posted grade					

Assignments Side Tab

Click to view a list of all assignments for the specified class.

- Choose to select an assignment in a specific **Category** from the drop down window.
- Choose to view assignments for a specific **Grade Term** (Quarter) from the drop down window.
- View the assignment due date, weight (if applicable), score, and feedback from your teacher.
- Click the blue hyperlink to view details of the assignment or assignment feedback.

Pages My Info Academics Groups Calendar Locker

Options Reports Help

Classes :: MENT-12---60 - ENTREPRENEURSHIP 12

Details

Assignments Details

Attendance

Category All

Grade Term Q3

0 of 3 selected

All Records

AssignmentName	DateAsgn	DateDue	Weight	Score	Assignment feedback
Think 1	3/1/2016	3/18/2016	1.0	100% 6.0 / 6.0 (6)	
Personal and Social 1	2/22/2016	2/26/2016	1.0	OMIT (Exempt)	
Communication 1	2/15/2016	2/19/2016	1.0	87% 4.0 / 6.0 (4)	You missed some of the required elements on this a...

Assignment Details

View:

- Date assigned
- Due date
- Score
- Description of the assignment
- Feedback from your teacher
- Supplemental assignment resources uploaded by your teacher

You may be able to upload your assignment to your teacher through this page.

Pages My Info Academics Groups Calendar Locker

Options Reports Help

Classes :: MENT-12---60 - ENTREPRENEURSHIP 12 :: PS - Personal and Social 1

Details

Assignments Details

Attendance

Category > Description Personal and Social

Assignment name Personal and Social 1

Date assigned 2/22/2016

Date due 2/26/2016

Score OMIT (Exempt)

Description Portal Description on the assignment goes here!

Remark

Resources Provided by the Teacher

Resources Submitted by the Student

Submitted

Slide1.JPG

Attendance Side Tab

View a list of all attendance records for this class.

- Click on the blue hyperlink to view the details of the absence record.

Pages My Info Academics Groups Calendar Locker

Options Reports Help

Classes :: MENT-12---60 - ENTREPRENEURSHIP 12

Details

Assignments

Attendance Details

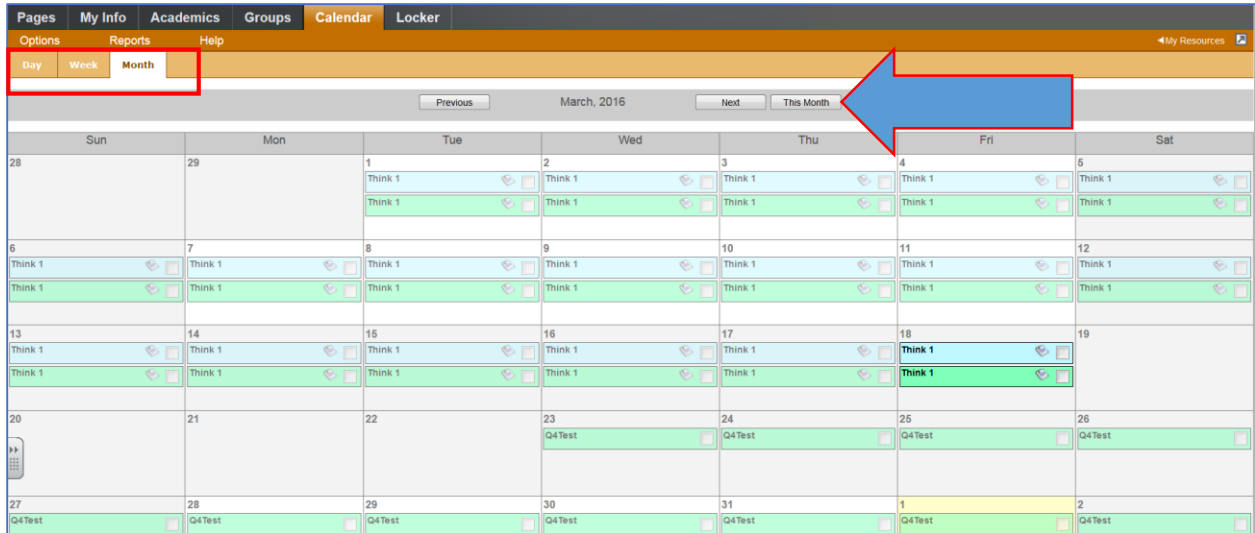
0 of 1 selected

All Records

Date	Code	Reason
2/4/2016	A	

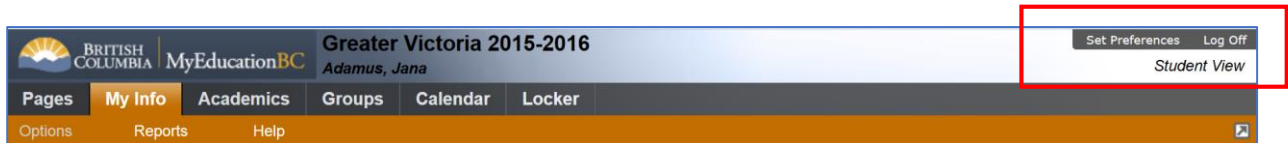
5. Calendar Top Tab

- View assignments in a calendar view
- Click to select the Day, Week, or Month view
- Click **Previous**, **Next**, or **This Month**



6. Set Preferences & Log Off

- Select **Set Preferences** to view and/or reset your email address, security question, and password.
- Select **Log Off** at the end of your session.



trn.myeducation.gov.bc.ca/aspen/userPreferences.do

General **Security** Communication

Primary email: email@gmail.com

Alternate email:

Security question: What city were you born in? ▼

Security answer:

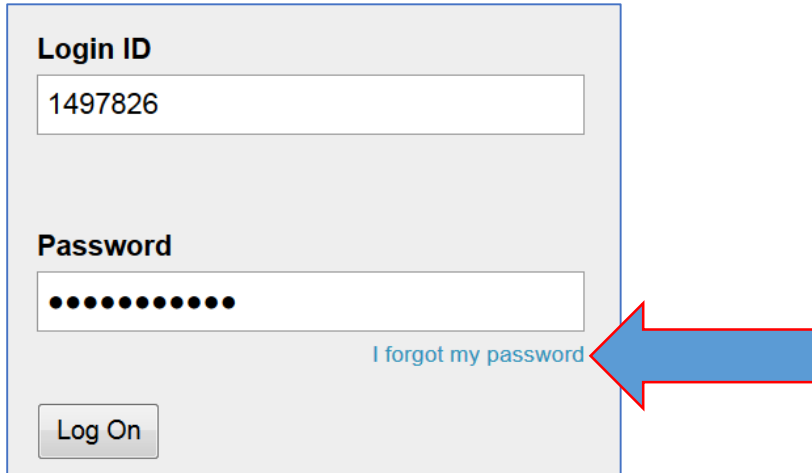
Confirm answer:

Password: [Change](#)


OK Cancel

7. Password Recovery

- Navigate to MyEducation BC log on page: <https://www.myeducation.gov.bc.ca/aspen/logon.do>
- Click on the ***I forgot my password*** hyperlink.
- If you entered a valid email address when you first logged in, the system will email you a temporary password.
- Use ***Set Preferences*** to reset the password once logged in.



8. Tips

- Use the ***Google Chrome***  web browser whenever possible
- Never Use the ***Forward, Back, or Home*** buttons in the web browser
- Always log off at the end of your session
- Bookmark the ***MyEducation BC*** log on page in your web browser
- Save your password in a secure location and never share!
- Try the Online Help

