

## BCeID Accounts for SD61 Employees

### What is a BCeID?

A BCeID is an electronic ID issued by the Government of British Columbia. It provides secure access to online government services. Individual citizens may have *Personal* BCeIDs, however, the government also issues *Business* BCeIDs to institutions—including school districts—to facilitate communication with various agencies and ministries.

### I work with student data, do I need BCeID?

The Ministry of Education requires schools to communicate student achievement for students in Grades 8-12 using the Student Achievement Data Exchange (SADE) DX2 Application. BCeID credentials are required to access this government service application. If you are a school administrator, or office employee, who sends SADE reports to the provincial government then a BCeID is needed.

### I need a BCeID to connect with services other than SADE, can you help me too?

The IT for Learning Department can help school district staff set up a BCeID account, and reset their password if necessary. We cannot connect individual BCeID accounts directly to the government ministries/services SD61 employees need to access, with the exception of SADE.

### Do I have a BCeID? If not, how do I get one?

Most school administrators and their assistants already have a Business BCeID account through School District 61. New administrative staff who need a Business BCeID can request an account by submitting a Help Desk request. Navigate to: <https://webhelpdesk.sd61.bc.ca> and open a new ticket. Choose *Accounts and File Services* for the Request Type and *BCeID Request* in the second drop-down menu (see attached image.) Staff who have moved to a different school can also request an update to their BCeID/SADE school access using this method.

The screenshot shows a web helpdesk interface for creating a ticket. The form is titled 'Ticket Details' and includes sections for 'Dates', 'Details', and 'Request Detail'. Three callout boxes provide instructions:

- Choose Accounts and File Services for the Request Type**: Points to the 'Request Type' dropdown menu.
- Select BCeID from the drop-down menu**: Points to the second dropdown menu in the 'Request Type' section.
- Indicate the name of the staff member requiring access.**: Points to the 'Request Detail' text area.

The 'Request Detail' text area contains the following text: "Please create a BCeID for Ryan Kinrade (rkinrade@sd61.bc.ca) he is a new admin assistant starting at our school next week. Thanks, The Principal".

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