



MyEDBC Family Portal Instructions to Access Report Cards

Log-in Procedure

- A. FOR FIRST TIME USERS new parent portal account
 - 1. Navigate to the MyED BC link: <u>MyEducation BC: Log On (gov.bc.ca</u>). You will end up at the login screen (see screen shot below):

MyEducation BC Prod				
Login ID				
ি Password	Request an account			
	I forgot my password			
➡ Log On				

 Enter your Login ID and Password – you would have received these in a confirmation email sent out

MyEducation BC Prod				
Login ID				
example: 43-jsmith00@yahoo.com				
⊳ Password	Request an account			
example: SELF210daub				
+) Log On	I forgot my password			

• If you do not know your Login ID and Password, please email your school. Include your name, your child's name and grade and ask for your MyEDBC Login ID and Password reset.

<u>Please NOTE:</u> Initial login to MyEDBC portal accounts should be done on a desktop computer, or laptop. Subsequent logins can all be done through either computers, or portable devices.

2. After you click "Log On" then you will see the Change Password pop-up – see below:



Current Password – enter the assigned temporary password (sent by email) New Password – enter a new password

Confirm New Password – enter the new user created password a second time

- ** 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 (\$,#,&)
 - o Cannot contain "password" or any personal ID

Fill in the fields as required, make sure you remember your NEW password. Click OK.

3. Then the security preferences update pop-up windows opens next. Please fill it in. This will allow you to use the "I forgot my password" option. When you complete this information, click Submit.

Security Preferences Update To enable self serve password recovery, please provide the following of ormation			
Primary email	email@email.com		
Security question	×		
Security answer			
Confirm answer			
Submit X Later			

- B. Logging in if You Have Used MyEDBC Previously (Parents who have a child or children in high school or middle school and have used the parent portal already)
 - 1. Navigate to the MyED BC link: <u>MyEducation BC: Log On (gov.bc.ca</u>). You will end up at the login screen (see screen shot below):

MyEducation BC Prod			
Login ID			
لي Password	Request an account		
∎log 0n	I forgot my password		

- Enter your Login ID and password
- Passwords must be updated every 90 days if your password has expired, please follow the prompts on the screen to change your password.



- ** 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 (\$,#,&)
 - Cannot contain "password" or any personal ID

- If you have forgotten your password, click on the "I forgot my password" link. You will need to answer the "Security Question" and a new password will be sent to your email.
- Once you have sorted your Login ID and password, click "Log On".
- If you do not remember your Login ID, please email your school. Please include your name, your child's name and grade and ask for your MyED Login ID. The school can also reset your password if necessary.

ACCESSING YOUR CHILD'S REPORT CARD

1. After successfully logging in, you will see the screen below:

ages				
Page irrectory	Weldcarele to MyEducation BC WyEducationBC One Student. One Record: All of Britsh Columbia.			
	Recent Activity Last 30 days Search Attendance Grades Conduct	System Makithmance & Announcements Welcome to MyEducation BC Last refrende with PROD data as of Sat. Feb 05 -12.056M Weeky Mainteance Windows - Okages may be required Every Weeksedow for 8:00 11 00 pm and every Bunday from 8:00 15 11:00 pm. If outages are unvalidable during these windows. Published Reports		
		Filename DateUploaded Creator No published reports		
	Ito Do Overdue Online Assignments If Tomorrow If Today Week View No student found.	Protecting Personal Information Protecting personal Information is critical to everyone using MyEducation BC. While school distri- students and staff spersonal Information, the Ministry of Education ensures personal information implementing induity best particular and following strict privacy requirements.		
	Getting Started	Learn more about how personal information is protected within MyEducation BC by visiting the fo		
	How to Navigate MyEducation BC There are hio major sections of MyEducation BC: Taby and Pages. The fog Tabe meric contains subsections to access information or perform tasks. Depending on your access and role, what Tabs you see will change. The Pages too bib shows this lunding page and is where you will be able to access poses in which you are a member (e.g., school, class, or	Freedom of Information and Protection of Privacy Act Stondark Independent School Act		

2. On the right-hand side- middle of the screen, you will see '**Published Reports'**. That's where you will find the Report Card copy once it gets published by the school.

lays 🗸	System Maintenance & Announcements					
nduct	Welcome to MyEducation BC					
	Last refreshed with PROD data as of Sat. Feb.05 -12:05AM					
	Weekly Maintenance Windows - Outages may be required					
	Every Wednesday f unavailable during t	Every Wednesday from 6:00 to 11:00 pm and every Sunday from 6:00 to 11:00 am. If outages are unavailable during these windows.				
	Published Reports					
- 1	Filename	DateUploaded	Creator			
_	No published reports					
	Protecting Persona	I Information				

- 3. You may opt to download and save a copy of the report card or print for your records.
- 4. Having trouble? Please contact your child's school.