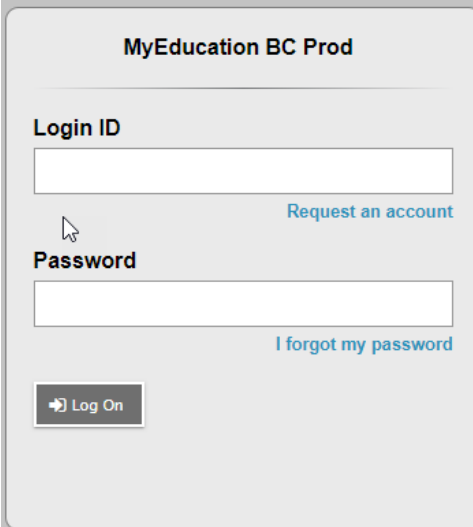


MyEDBC Family Portal Instructions to Access Report Cards

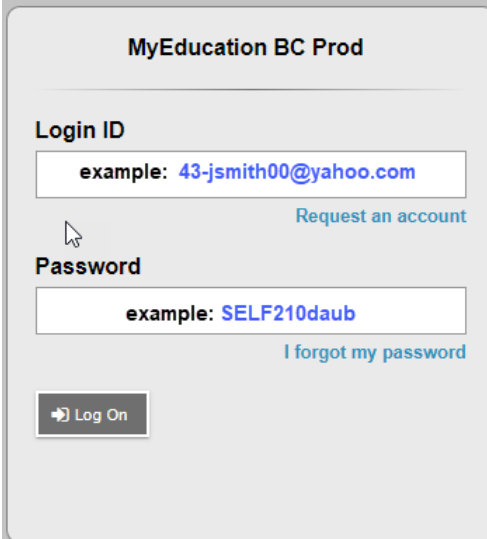
Log-in Procedure

A. **FOR FIRST TIME USERS** – new parent portal account

1. Navigate to the MyED BC link: [MyEducation BC: Log On \(gov.bc.ca\)](http://MyEducationBC: Log On (gov.bc.ca)). You will end up at the login screen (see screen shot below):



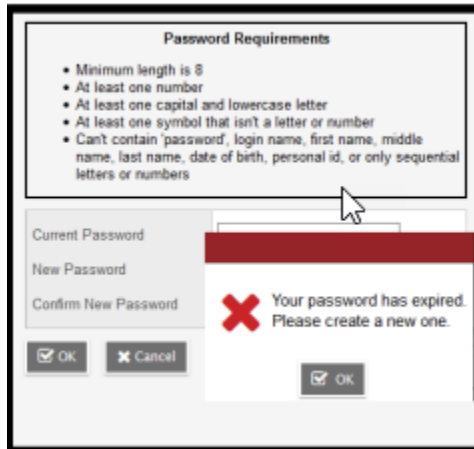
- Enter your Login ID and Password – you would have received these in a confirmation email sent out



- 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.

Please NOTE: 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

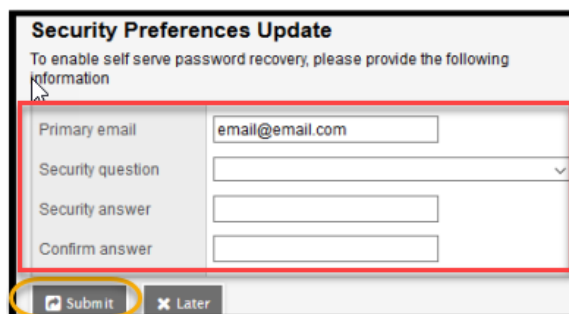
Confirm New Password – enter the new user created password a second time

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

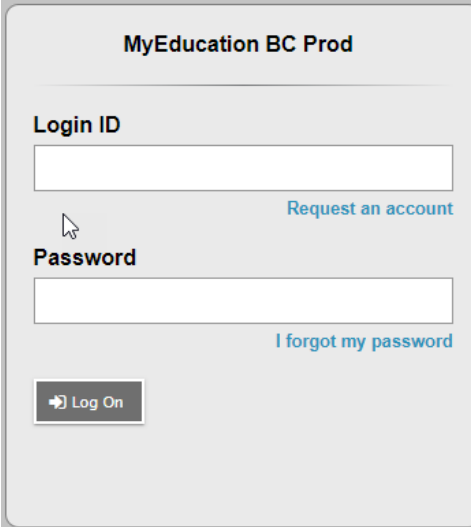
Fill in the fields as required, make sure you remember your NEW password. Click OK.

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.

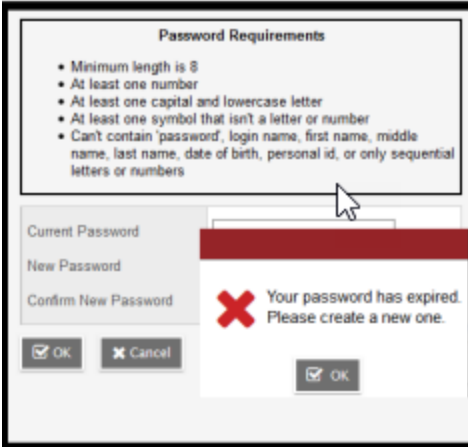


B. **Logging in if You Have Used MyEDBC Previously** (Parents who have a child or children in high school or middle school and have used the parent portal already)

1. Navigate to the MyED BC link: [MyEducation BC: Log On \(gov.bc.ca\)](http://MyEducation BC: Log On (gov.bc.ca)). You will end up at the login screen (see screen shot below):



- 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:

The screenshot shows the MyEducation BC dashboard. The 'Published Reports' section is highlighted with a red box and a red arrow. The dashboard includes sections for Recent Activity, System Maintenance & Announcements, To Do, and Getting Started.

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.

The close-up screenshot shows the 'Published Reports' section. The section title 'Published Reports' is highlighted with a red box and a red arrow. Below the title is a table with columns for Filename, DateUploaded, and Creator. The table is currently empty, showing 'No published reports'.

Filename	DateUploaded	Creator
No published reports		

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.