MyEducation BC

PARENT

PORTAL

HANDBOOK

2021/2022

SCHOOL DISTRICT #62
2939 Mt. Wells Drive, Victoria, BC, V9B 4T4

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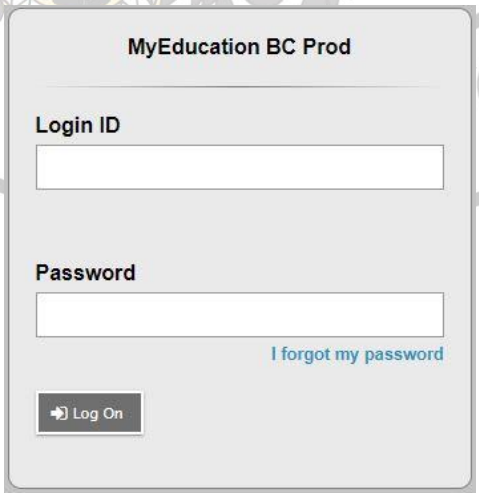
LOG ON INFORMATION

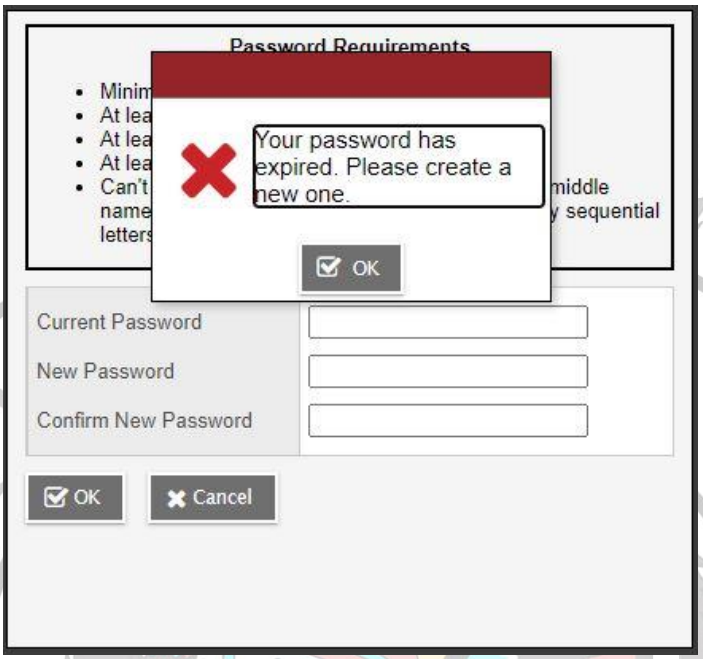
You MUST use a desktop or laptop computer to activate your user account for the first time.

A temporary **Password** will be provided to you by email at the time your account is created. The email will come from 'sysadmin@myeducation.gov.bc.ca'

- Go to https://www.myeducation.gov.bc.ca/aspen/logon.do
- Use the email you have on record with the school as your **"Login ID"**, along your temporary password or the password you set at the time of your initial log in.



Again, if this is your first time using the system, you will be prompted to change your password and create your security preferences. If you have forgotten your password, please refer to the Password Recovery Instructions.



Password Requirements:

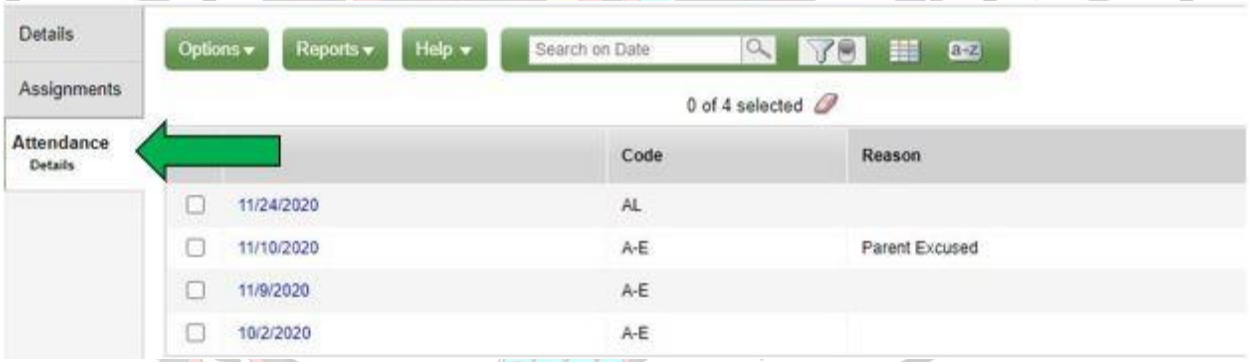
- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

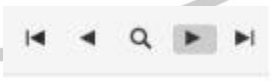
Contact https://parentportal.sd62.bc.ca if you need further assistance.

VIEWING ATTENDANCE

- Log on to https://myeducation.gov.bc.ca/aspen/logon.do
- Click on the **"Academics"** top tab. This will show you the current classes scheduled for your student, and to the right you can see the tardies/absences listed for each class.

- For more detail about specific tardiness/absences click on **"Attendance"** on the left side tab.



- To view the next class, use the arrows  on the top right corner.

VIEWING STUDENT REPORT CARDS

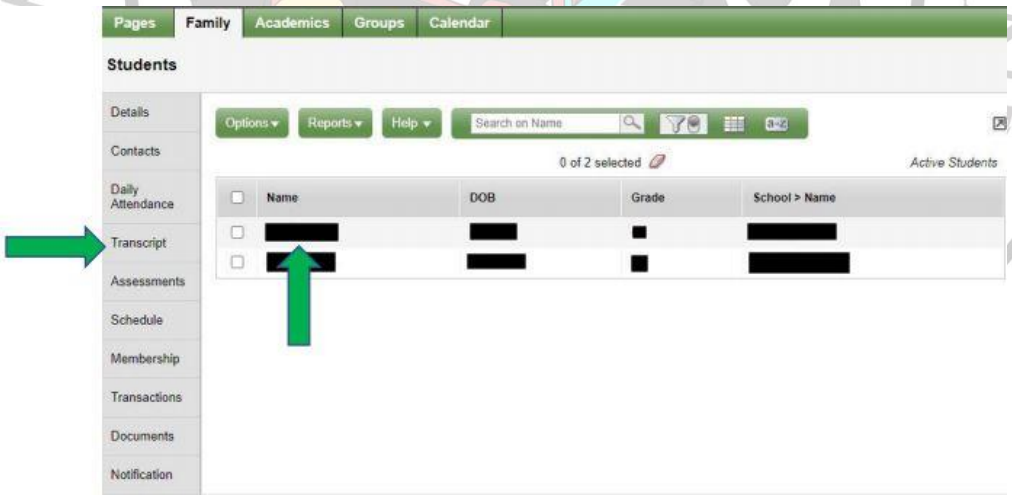
- Log on to https://myeducation.gov.bc.ca/aspen/logon.do
- When a report card is published to the portal, it will appear under the Published Reports heading as a hyperlinked PDF document. You will receive an email that it has been published to the portal.
- On the main page of the portal under **"Published Reports",** click on the pdf document on the right-hand side to download and view the **report card.**

Please note posted report cards expire in July at the end of each school year but students and parents can access previous years marks through the student transcript tab.

VIEWING STUDENT TRANSCRIPTS

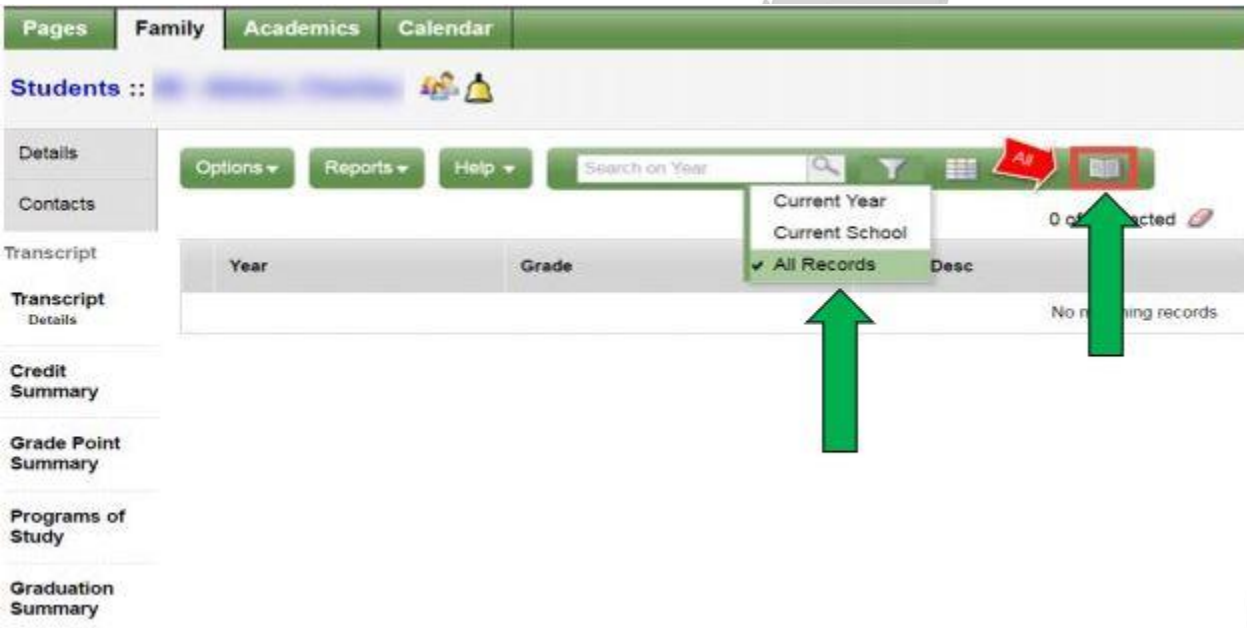
- Log on to https://www.myeducation.gov.bc.ca/aspen/logon.do and select the **"Family tab"** feature on your toolbar.

- Select your **"Student's Name"** and from there select **"Transcript"** on the left-hand side tab.



- **IMPORTANT:** Change the **Dictionary Menu** to **"All"** in order to view all records. Set the **Filter** to **"All Records"** or **"Current Year"** depending on what you'd like to see.

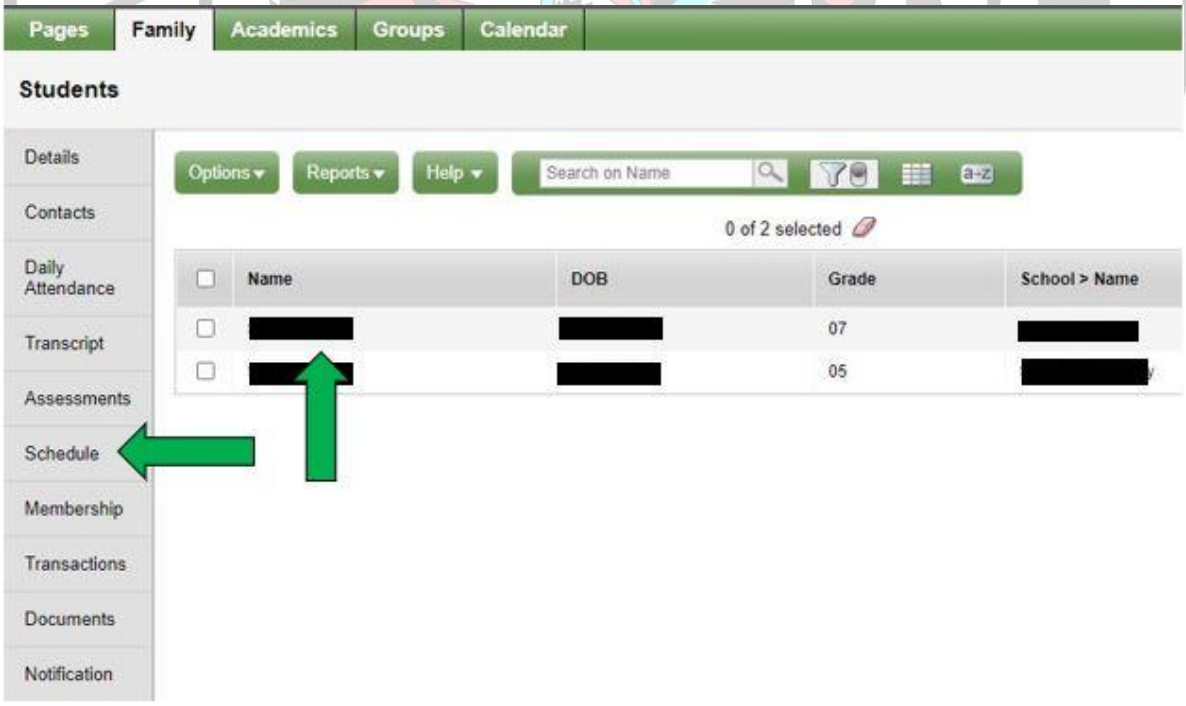
- Posted Final Marks will now show.
- Marks from current courses won't show up until final mark has been entered.



VIEWING STUDENT SCHEDULES

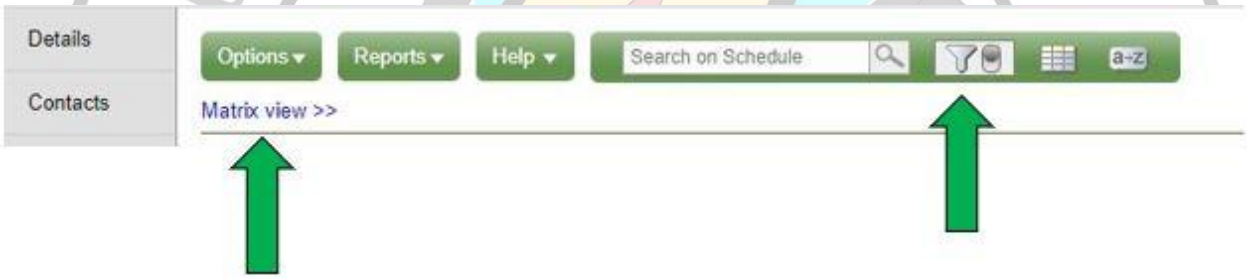
- Log on to https://www.myeducation.gov.bc.ca/aspen/logon.do and select the **"Family Tab"** on your toolbar.

- Select your **"Student's Name"** and from there select the **"Schedule"** tab on the left-hand side which will show your students current courses.



- There are two ways to view the schedule: **“List View”** and **“Matrix View”**. You can toggle between the two views to see the schedule.

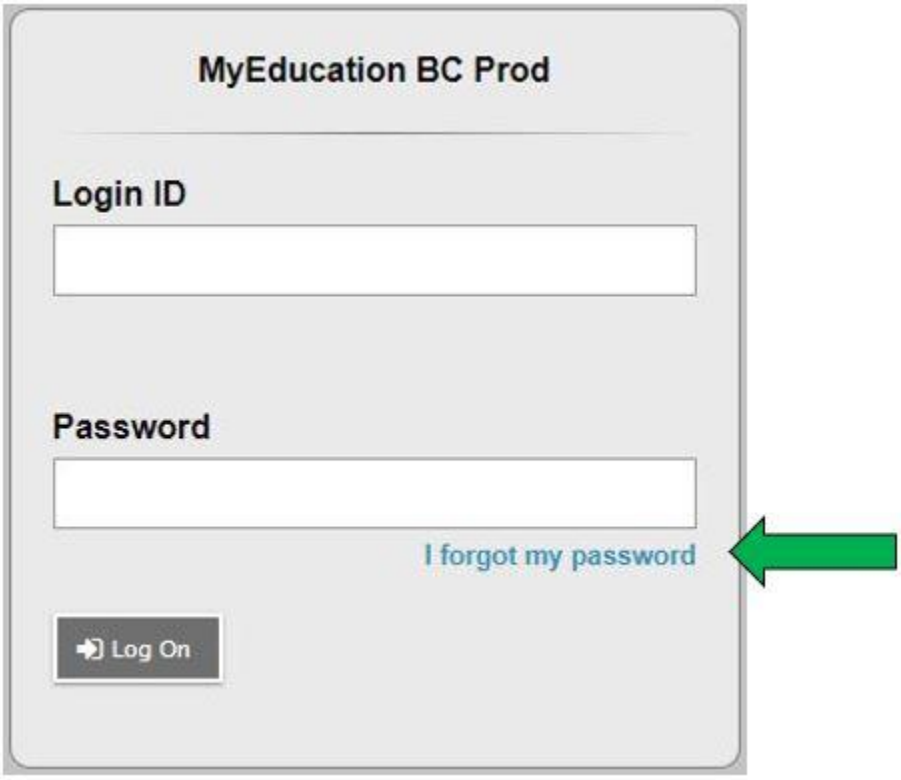
- To see all courses for the entire year, toggle to **“Matrix view**” and click on the **“Funnel Icon”** and select **“All Records”**



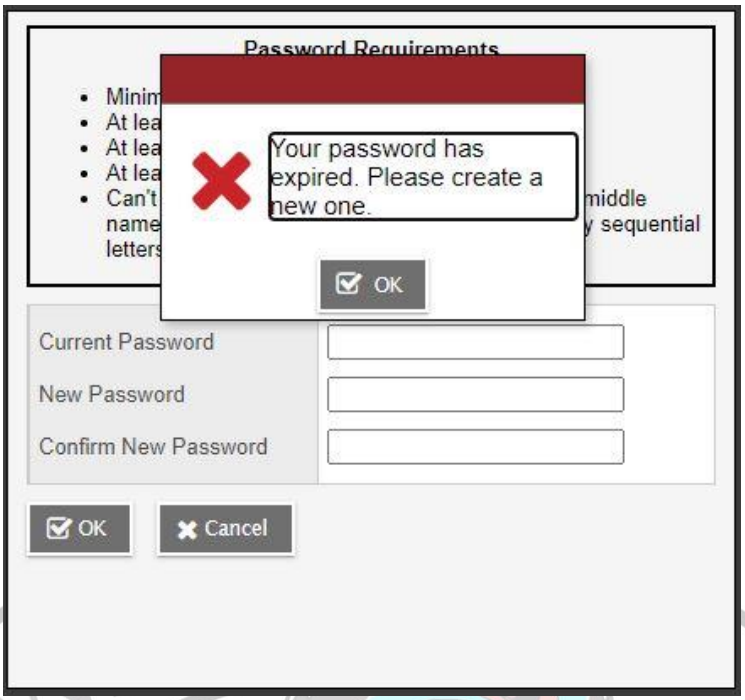
- In **“Matrix view”** click on **“Term”** to sort the courses chronologically.

PASSWORD RECOVERY

- Go to https://www.myeducation.gov.bc.ca/aspen/logon.do
- Enter the email we have on record with the school as your **"Login ID"** and click the **"I forgot my password"** link and temporary password will be sent to your email address.



- Enter your **"Login ID"** and the temporary **"Password"** and click "**Log On"**
- You will be prompted to change your password. **"Current Password"** is the temporary Password you were provided. Enter a **"New Password"** and **"Confirm New Password".**
- Please read the password requirements carefully.



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