MyEducation BC: Introduction to the Student Portal
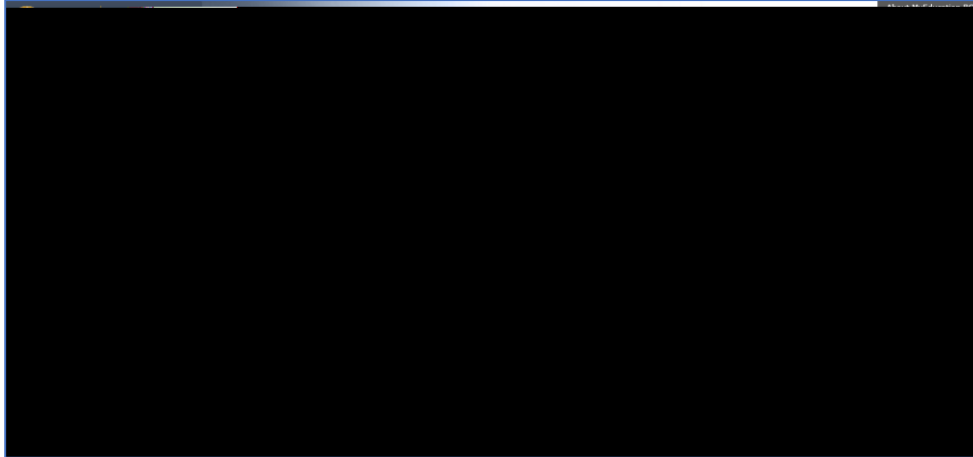
1. Navigate to the following link from any internet connected computer:

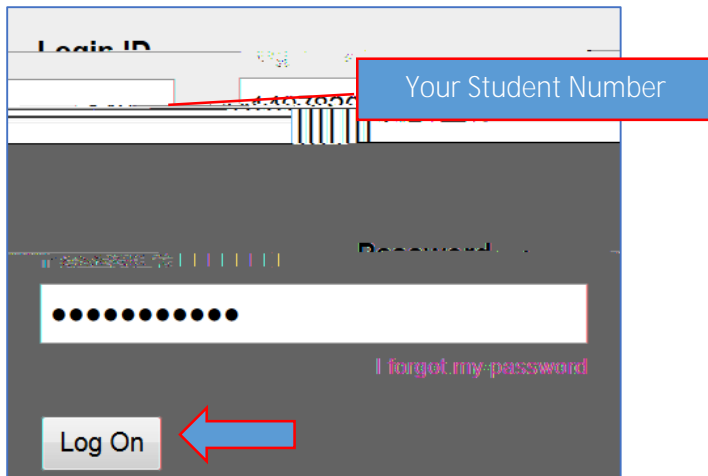   https://www.myeducation.gov.bc.ca/aspen/logon.do

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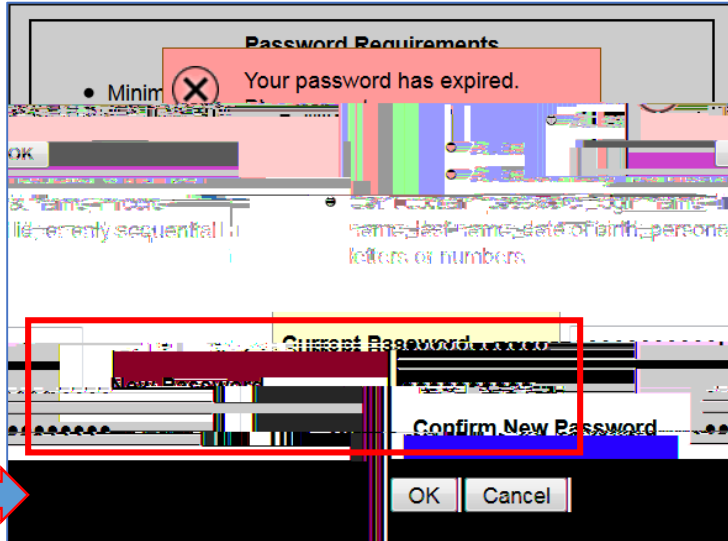Click *Log On*

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!
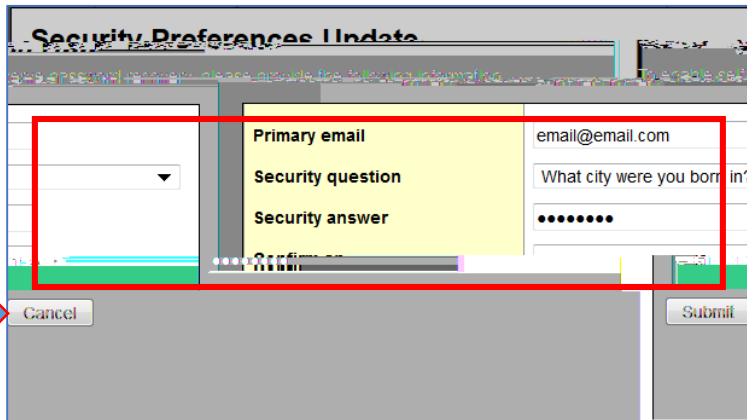Make the new password memorable and DO NOT SHARE!
Click *OK*

Enter in a valid email address

Choose a security question from the drop down window.
Enter the answer to the security question twice
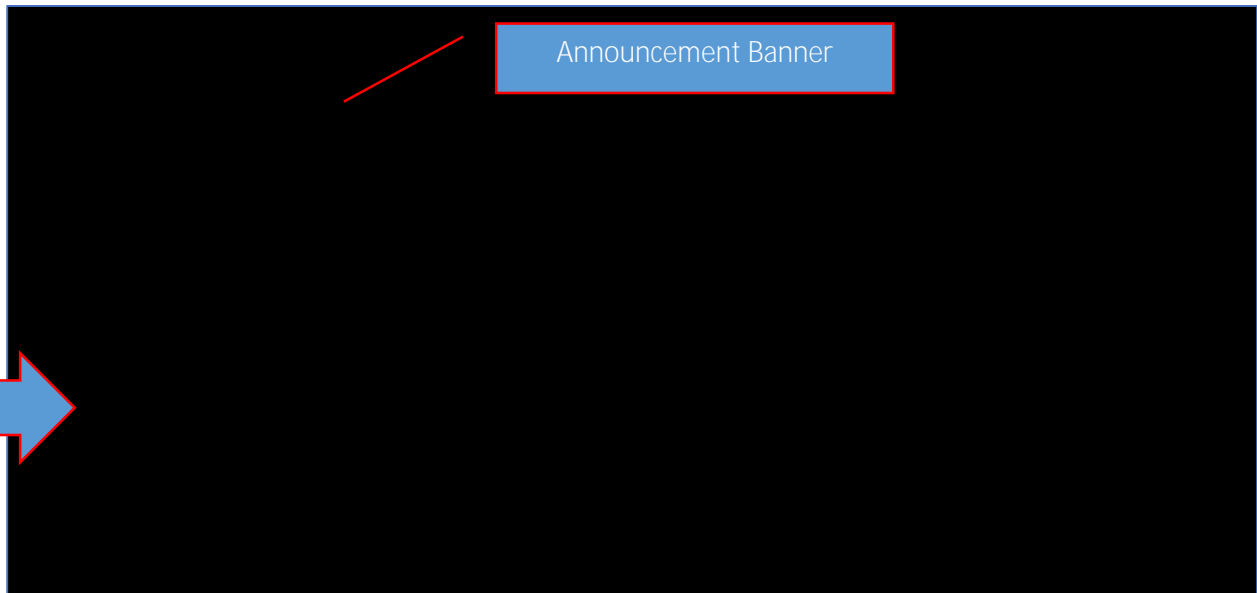Click *Submit*

Top Tabs:

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)*
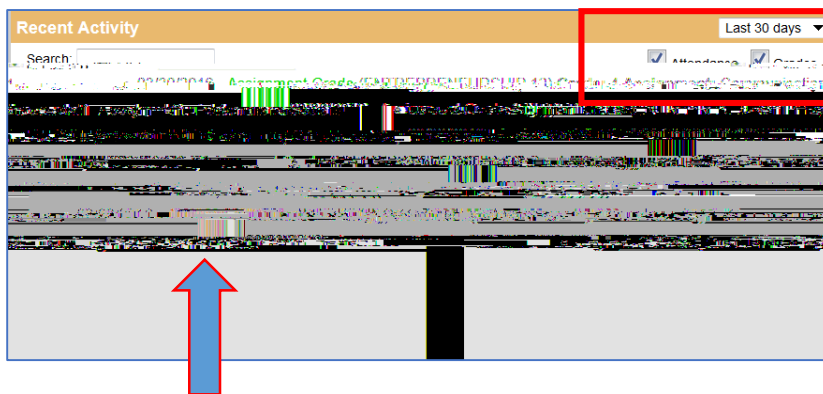
2. Pages Top Tab

   The Pages top tab contains an information banner and two important windows:
   Recent Activity and *To Do.*

Announcement Banner

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.
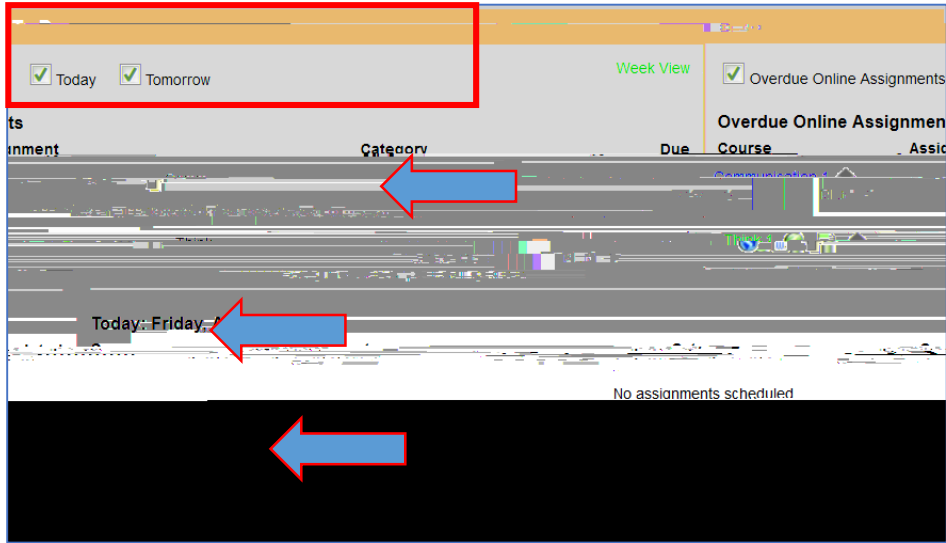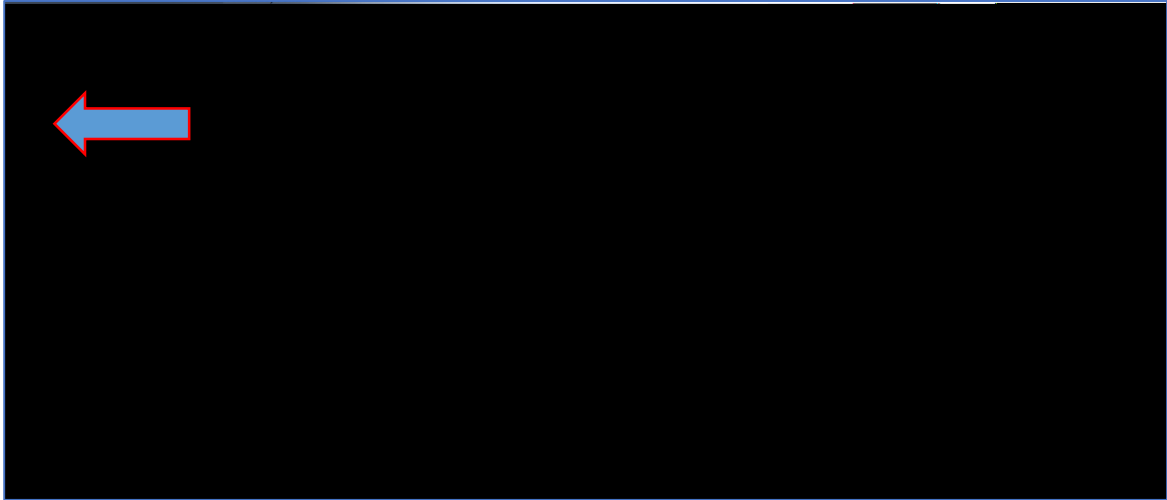

To Do

Select check boxes to view:

overdue assignments
assignments due today
assignments due tomorrow

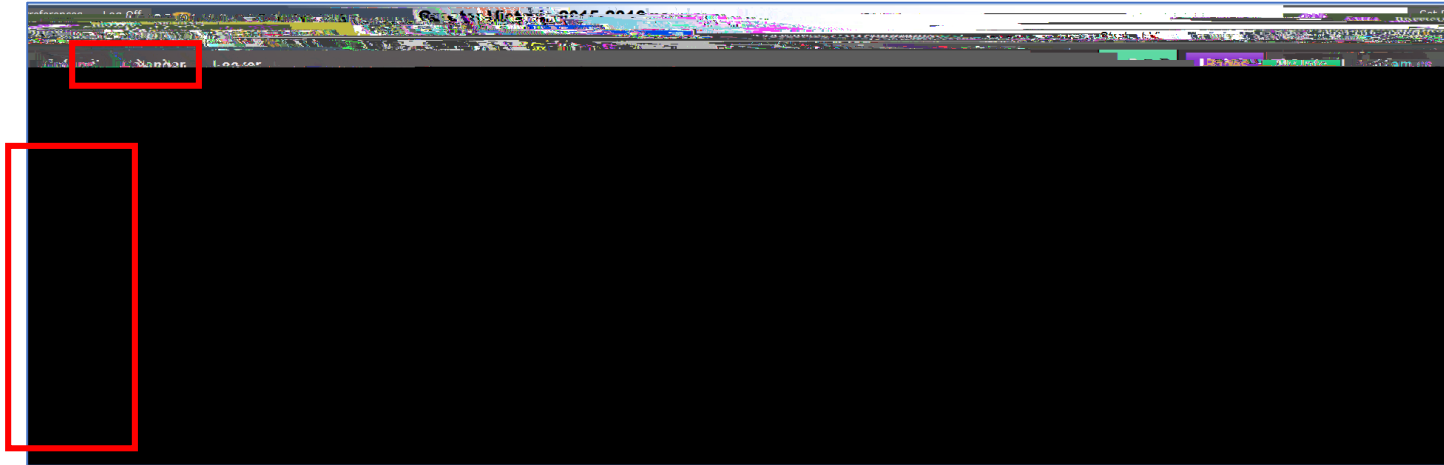Click the blue hyperlink to view the details of the assignment

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

3. My Info Top Tab

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

My Info Side Tabs

Click on the side tab to view information

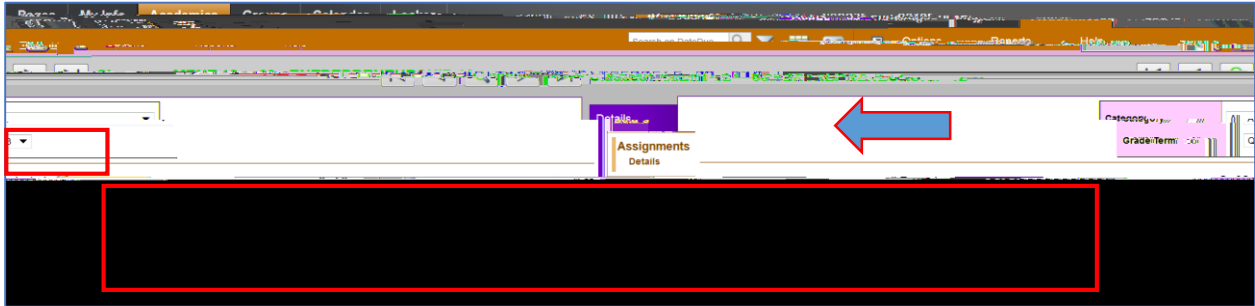|	
My Details	Demographic Details
Transcript	Transcript Records
Current Schedule	Your Current Courses
Contacts	A list of all your contacts and their information
Attendance	Attendance records for all classes
Assessments	FSA and Provincial Exam Results
Notifications	*Notifications from your teacher
Requests	*Enter course requests for the following school year.

*These two side tabs are not yet applicable

4. Academics Top Tab **a**

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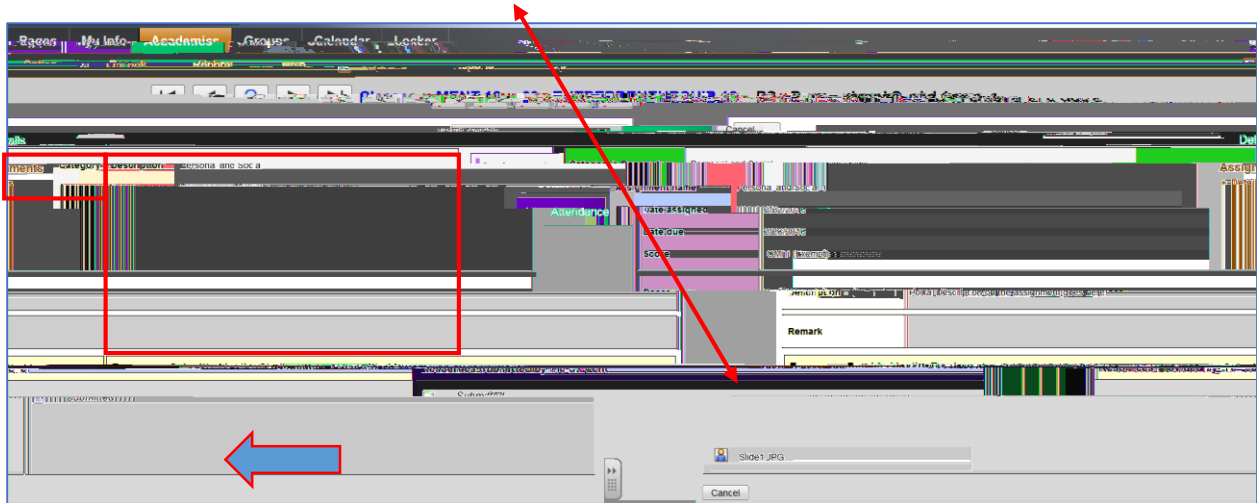
a

Assignment Details

View:

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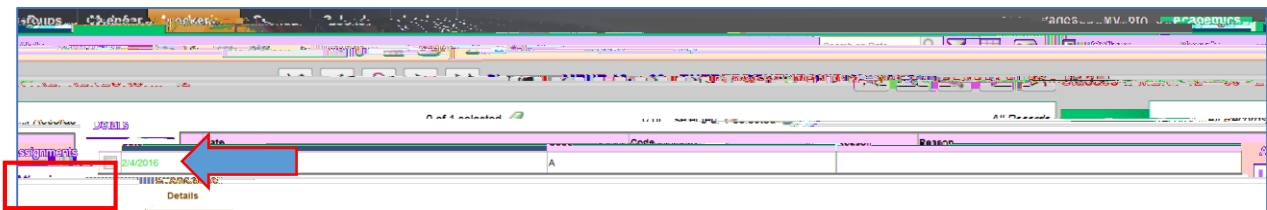> Supplemental assignment resources uploaded by your teacher

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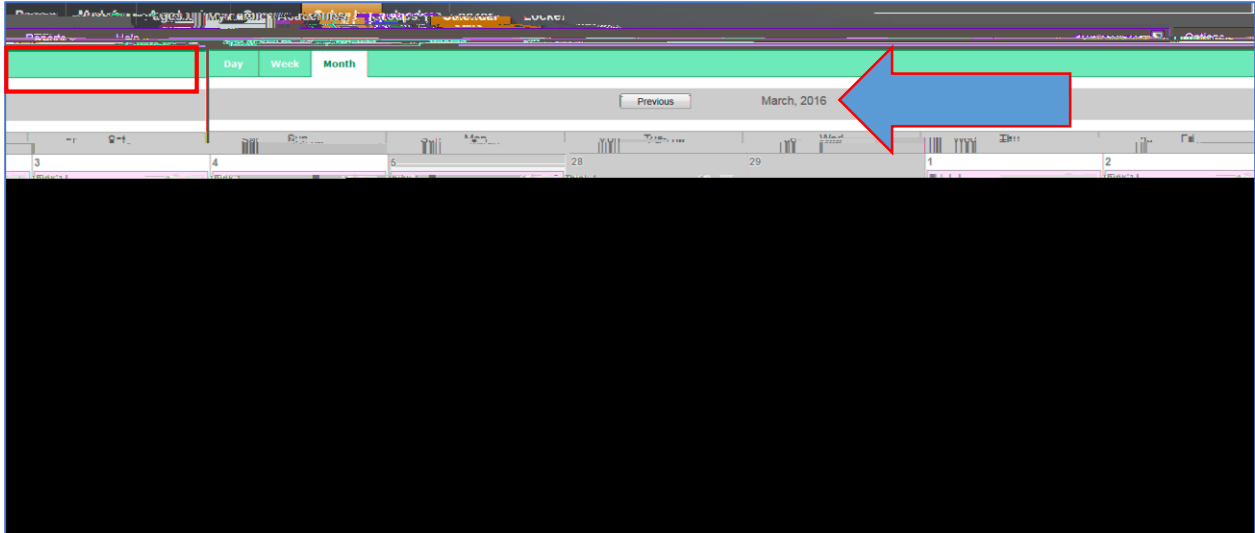

Attendance Side Tab

View a list of all attendance records for this class.

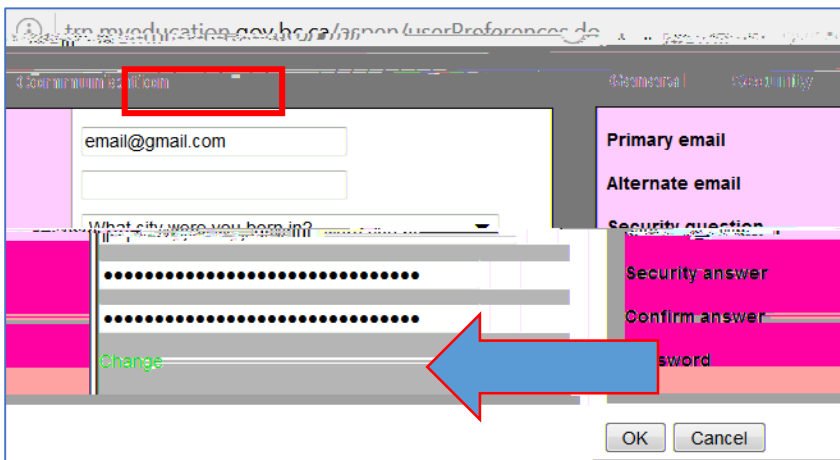> Click on the blue hyperlink to view the details of the absence record.

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.

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 loggirsyhye