

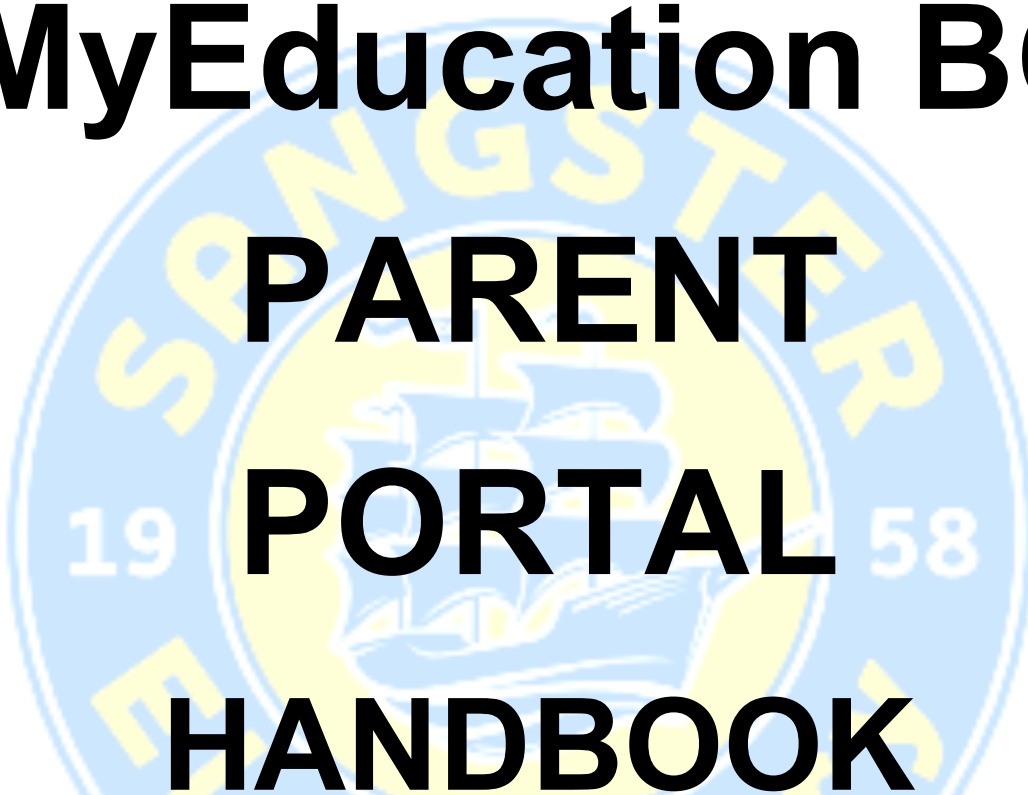
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# **MyEducation BC**

# **PARENT**

# **PORTAL**

# **HANDBOOK**

The logo for Sangster Elementary School is a circular emblem. It features a central illustration of a sailing ship on the water. The text "SANGSTER" is arched across the top, and "Elementary" is arched across the bottom. The years "19" and "58" are positioned on the left and right sides of the emblem, respectively.

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2021/2022

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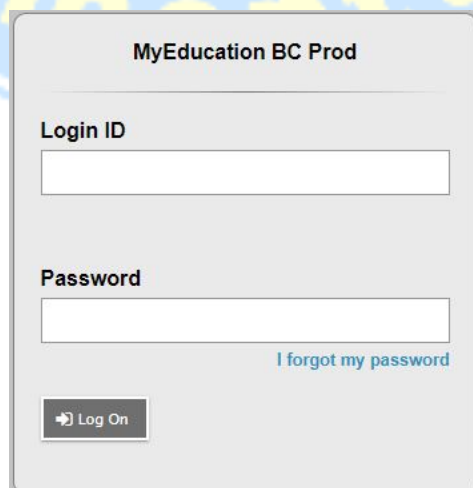
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## LOG ON INFORMATION

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

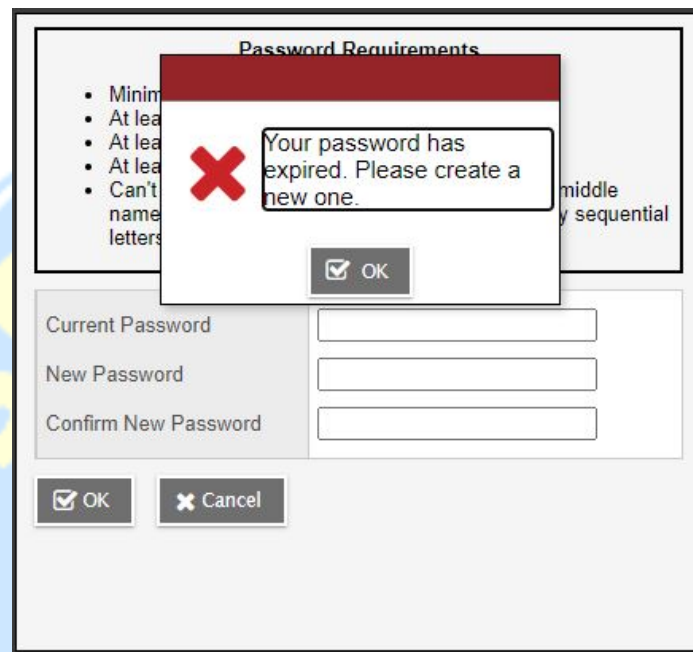
A temporary **Password** will be provided to you by email at the time your account is created. The email will come from 'sysadmin@myeducation.gov.bc.ca'

- 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.



The screenshot shows a login form titled "MyEducation BC Prod". It contains two input fields: "Login ID" and "Password". Below the "Password" field is a blue link that says "I forgot my password". At the bottom left of the form is a button with a right-pointing arrow and the text "Log On".

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.

The screenshot shows the 'Academics' tab selected in the top navigation bar. A green arrow points to this tab. Below the navigation bar, there is a 'Classes' section. On the left, there is a sidebar with 'Details', 'Assignments', and 'Attendance'. The main content area contains buttons for 'Options', 'Reports', and 'Help', a search bar labeled 'Search on Term', and a 'Student' dropdown menu.

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

The screenshot shows the 'Attendance Details' view. A green arrow points to the 'Attendance Details' tab in the left sidebar. The main content area shows a table with columns for 'Code' and 'Reason'. The table lists four entries: 11/24/2020 (AL), 11/10/2020 (A-E, Parent Excused), 11/9/2020 (A-E), and 10/2/2020 (A-E). Above the table is a search bar labeled 'Search on Date' and a '0 of 4 selected' indicator.

	Code	Reason
<input type="checkbox"/> 11/24/2020	AL	
<input type="checkbox"/> 11/10/2020	A-E	Parent Excused
<input type="checkbox"/> 11/9/2020	A-E	
<input type="checkbox"/> 10/2/2020	A-E	

- 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**.

Pages: My Info | Academics | Groups | Calendar | Locker

Welcome to MyEducation BC PRODUCTION

Home | Page Directory

BRITISH COLUMBIA MyEducationBC

One Student.  
One Record.  
All of British Columbia.

Recent Activity: Last 30 days

Published Reports:

Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary	37 KB	11/25/2020 2:30 PM	

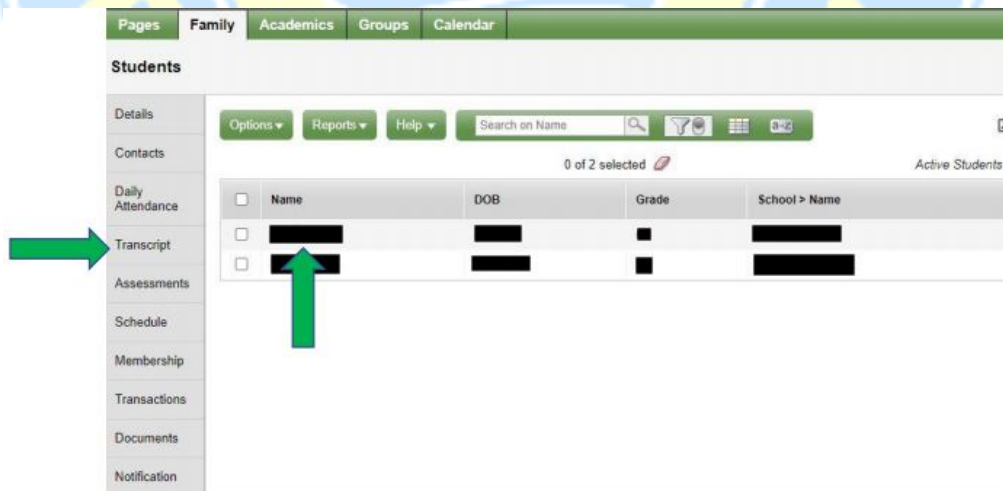
**Please note posted report cards expire in July at the end of each school year but students and parents can access previous years marks through the student transcript tab.**


## 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.

The screenshot shows a web interface for student records. At the top, there are navigation tabs: Pages, Family, Academics, and Calendar. Below this is a header for 'Students ::' with a search bar and icons for 'Options', 'Reports', and 'Help'. A search bar contains the text 'Search on Year'. To the right of the search bar is a red 'All' button and a calendar icon. A dropdown menu is open below the search bar, showing 'Current Year', 'Current School', and 'All Records' (which is selected). A green arrow points to the 'All Records' option. Another green arrow points to the calendar icon. The main content area shows a table with columns 'Year', 'Grade', and 'Desc'. Below the table, it says '0 of 1 records' and 'No remaining records'. On the left side, there is a sidebar with links for 'Transcript', 'Transcript Details', 'Credit Summary', 'Grade Point Summary', 'Programs of Study', and 'Graduation Summary'.

Xxx



## 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.

Pages: Family, Academics, Groups, Calendar

Students

Details

Options Reports Help Search on Name

Contacts

0 of 2 selected

<input type="checkbox"/>	Name	DOB	Grade	School > Name
<input type="checkbox"/>	[REDACTED]	[REDACTED]	07	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	05	[REDACTED]

Daily Attendance

Transcript

Assessments

Schedule

Membership

Transactions

Documents

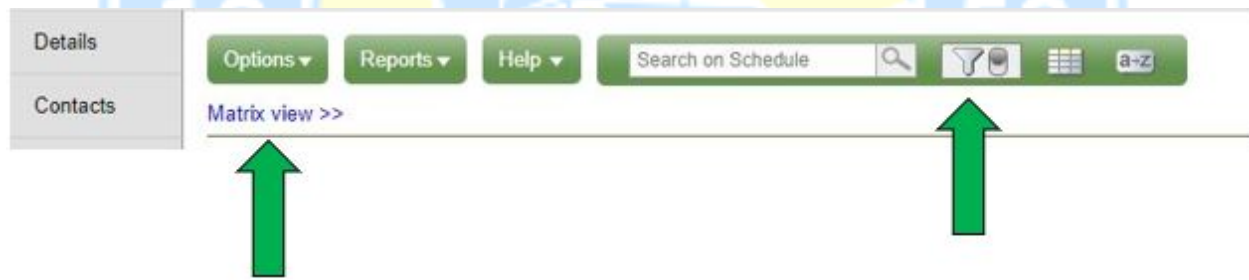
Notification



- 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/asp/en/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.

MyEducation BC Prod

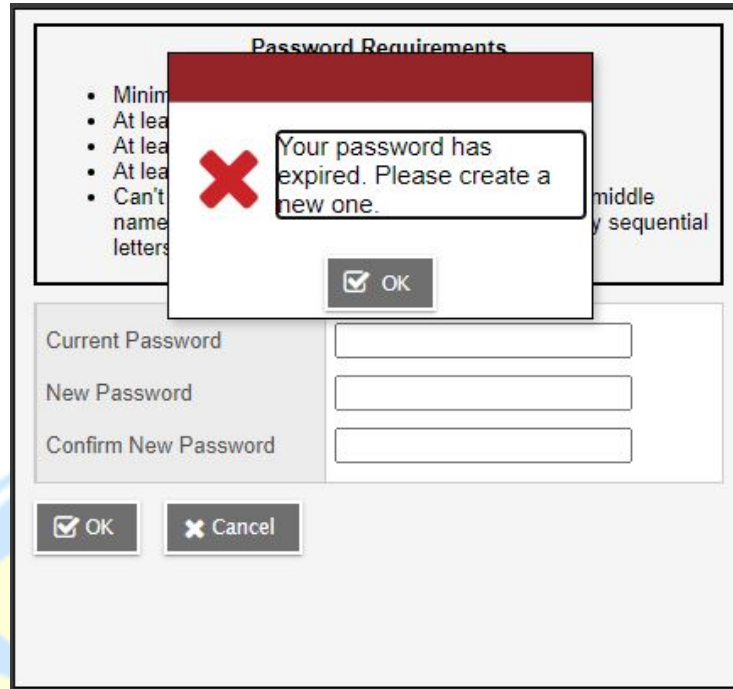
Login ID

Password

[I forgot my password](#)

Log On

- 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.



**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 number.

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