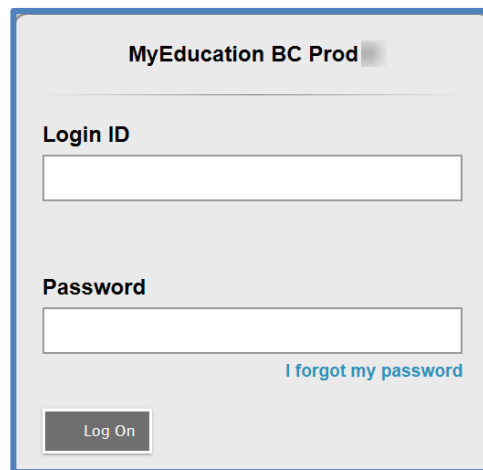# RICHMOND
SCHOOL DISTRICT NO.38

MyED Parent Portal

The instructions contained in this tip sheet are designed to assist parents with using the MyED Parent Portal. The Parent Portal contains student demographic information, records of academic achievement, assessment records, and current learning updates. If you have any questions regarding the use or functionality of the MyED Parent Portal please contact the school office or send an email to: MyEdParentPortal@sd38.bc.ca
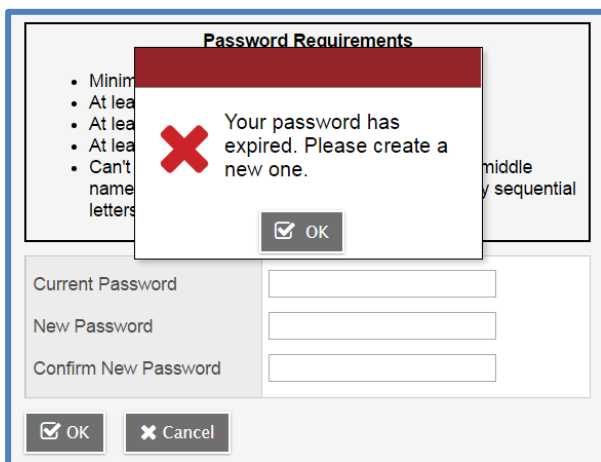
Initial LogIn

A **Login ID** and 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. Access the MyEdBC website:
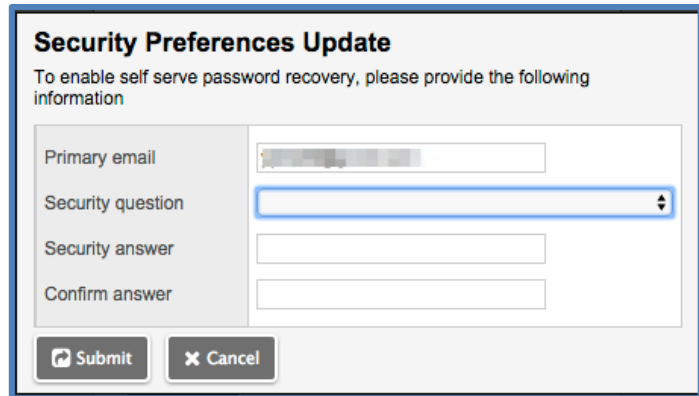https://www.myeducation.gov.bc.ca

1. Enter your **Login ID** and temporary **Password**
2. Click **Log On**

MyEducation BC Prod

Login ID

Password

I forgot my password

Log On

3. 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'**. Password requirements are displayed behind the red warning message.

Password Requirements

- Minim
- At lea
- At lea
- At lea
- Can't ... middle name ... y sequential letters

Your password has expired. Please create a new one.

☑ OK

Current Password

New Password

Confirm New Password

☑ OK   ✖ Cancel

4. You will be prompted to confirm your email address and enter your Security Preferences by choosing a security question and answer that you will remember. This will allow you to use the 'Forgot my Password" function on the logon page, should you need to reset your password in the future.

Log In

After the account is activated and you have set the security preferences and password users only require the Login ID and password. If you lose or forget the password, see instructions below under Password Recovery.
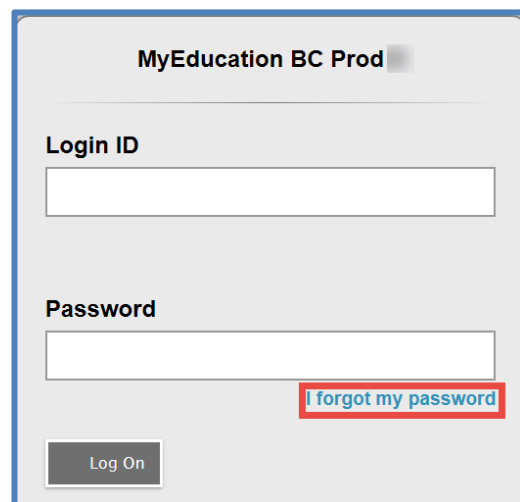
Setting Preferences – Password Recovery

After you have logged in, you can make changes to your preferences by selecting the drop-down arrow beside your name and *'Set Preferences'* in the top right of the screen.

Password Recovery

If you forget your MyEdBC Portal Password, you can click the *'I forgot my password'* link on the login screen and an email will be sent to you with a new temporary password.
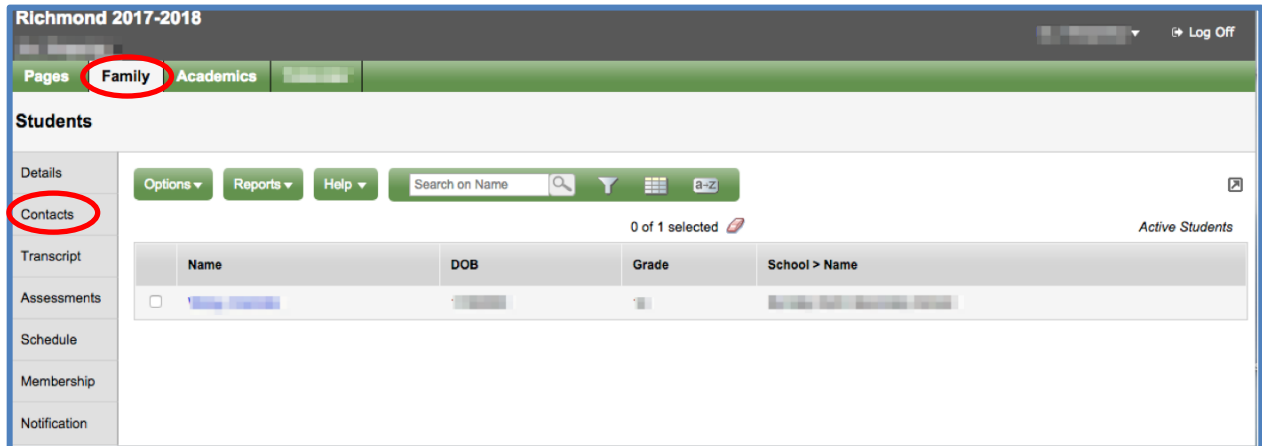
Site Navigation

Top Tabs: There are four **Top Tabs** on the main page. The Top Tab you are currently viewing will be highlighted.
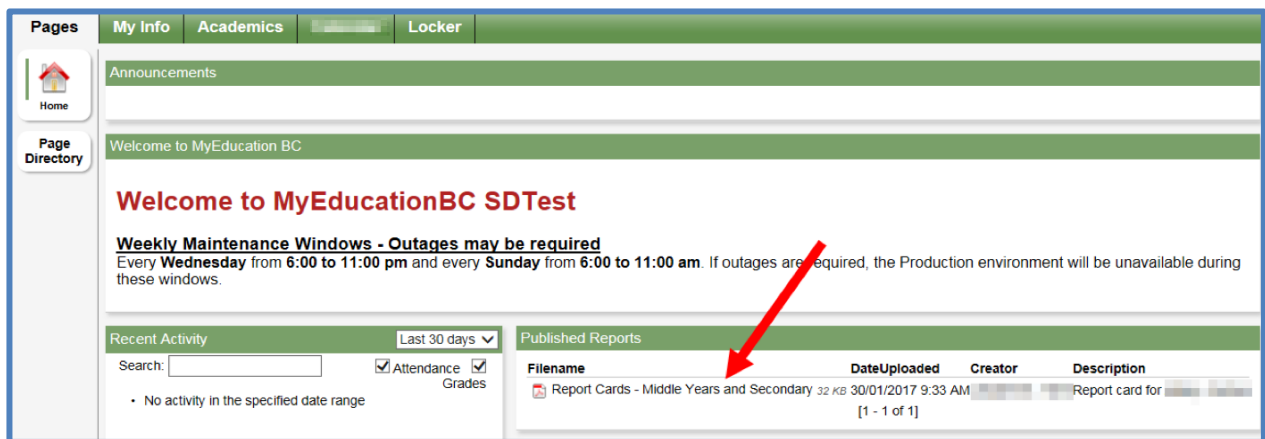*Side Tabs:* The tabs along the side will change depending on the current Top Tab

Each time you log in to the Parent Portal, you will land on the 'Pages' tab. The MyED Parent Portal includes other tabs that contain information parents can view. Here is a brief summary of each tab.

Pages Tab

Recent Activity - information about recently posted student attendance and some mark information.

Published Reports - When a **written learning update** is published to the portal, it will appear under the Published Reports heading as a hyperlinked PDF document. You will receive an email that a learning update has been published to the portal.

Please note that Learning Updates cannot be archived on the Parent Portal. Each learning update will be removed 4-6 weeks after publication. Please download any learning updates that you would like to save.

Family Tab

This tab contains your child's demographic details. Each **side tab** contains specific information. If you have more than one child, the Family top tab will allow you to select a student (using the checkbox beside the name). Click on the available side tabs to view the following details:

Details side tab shows basic information including demographics, physical and mailing addresses, and the most recent photo of your child.

Contacts side tab shows the parent/guardian(s) and emergency contacts. Please check this and inform the school of any changes.

Assessments side tab currently contains provincial assessments like FSA or Graduation Assessments.

Schedule side tab shows your child's current courses. There are two ways to view the schedule: List View and Matrix View. You can toggle between the two views using the *<<List view* and *Matrix view >>* options.

Requests side tab contains course requests for the next school year and a *Graduation Progress* summary.

Membership side tab shows your child's enrollment history as well as cross-enrolled schools, when applicable.

Programs leaf displays any programs your child is enrolled in, for example Core French or ELL.

Transcript side tab includes class marks for current and previous years.

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Academics Tab

The Academics Top Tab will allow parent to view specific information on currently scheduled courses. Select a course by checking off the box on the left, then click on the available **side tabs** to see details about the course you selected. Please note that some information may be available in one course but not in another.

Assignments side tab may provide assignment and assessment information.

Attendance side tab provides attendance information for the selected class.

Once you have selected a course, you can use the navigation arrows in the top right corner to switch between courses that are in the list. Navigation Buttons make it easy to move back and forth through records.

Please note: Marks/scores visible here are not a full picture of a student's abilities. These scores are not report card marks but individual term scores or assignment scores shared by the teacher.