

# Student Portal Information



MyEducationBC

School District 5 (Southeast Kootenay)

Wednesday, March 3, 2021



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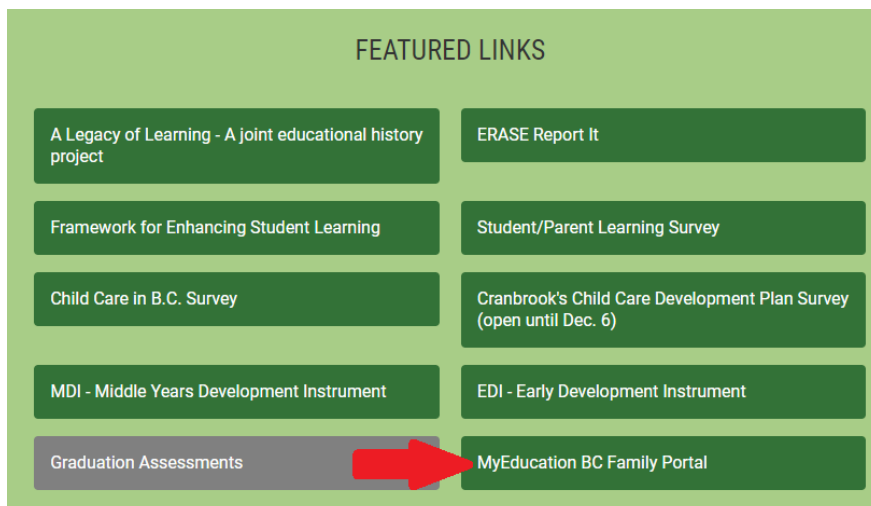
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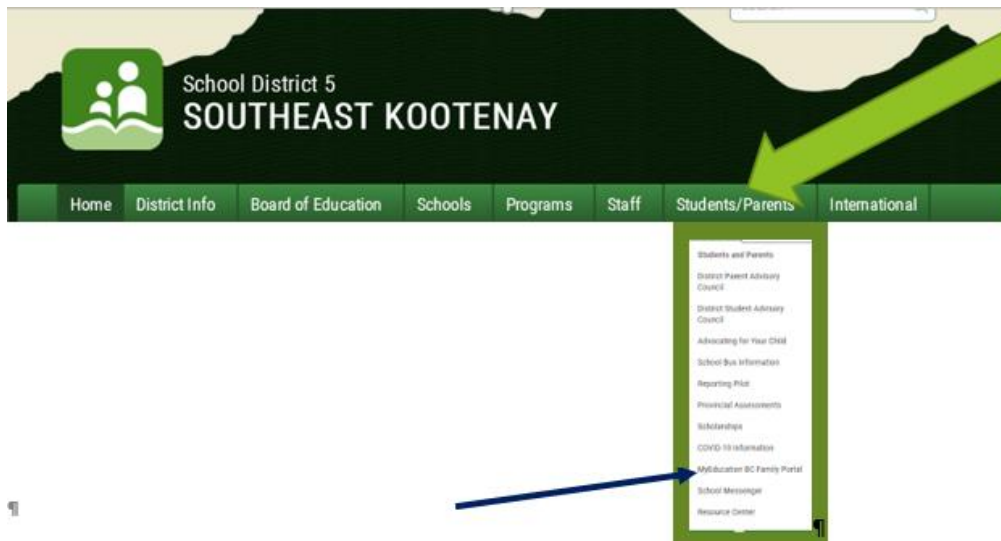
This guide provides instructions for logging in to [MyEducation BC](#) for the first time, completing the security verification steps, and changing passwords.

## LOGGING IN

Visit the school district website. Click the MyEducation BC link under the featured links at the bottom of the page.



Or alternatively the Students/Parents Tab, Select





Click on MyEducation BC logo at top of page

## Welcome to the Family Portal



**Remember – first time logging in should be done from a laptop or desktop**

**First Time Logging in?**

We recommend to use a **Laptop** or **Desktop Computer** to **initialize** your account

\*Once your Login account is activated, you will be able to use a smartphone/tablet to access all info in the system.





**Pop Ups** should be **enabled** for some features of the site to work properly.



**Passwords are good for 90 days** to protect student's data and you will be prompted to change your password.

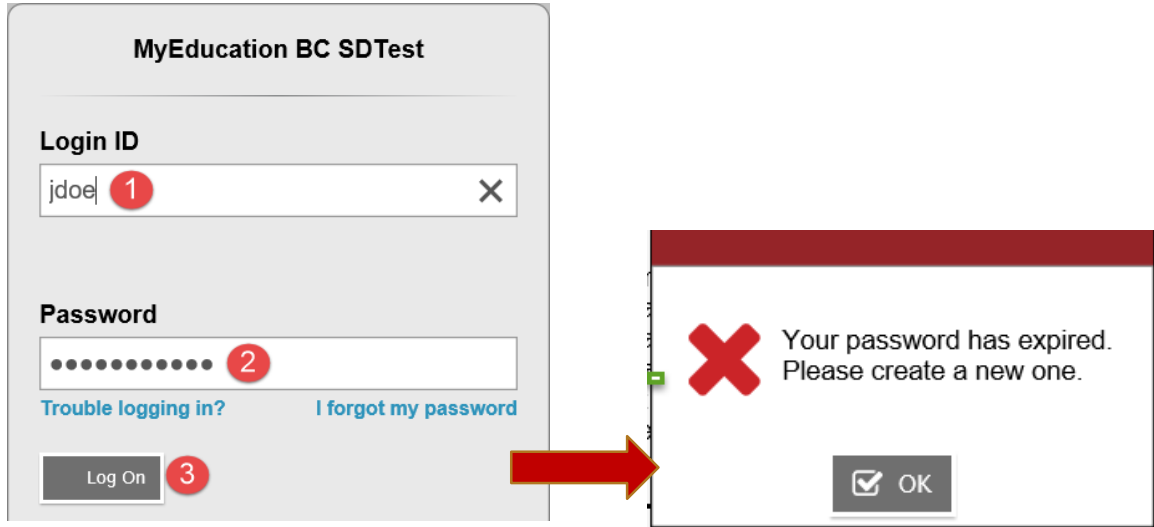
The following login fields will appear.

**Login ID:** type in the login name provided to you (“sd5-firstinitiallastname”)

**Password:** type in the password provided to you.



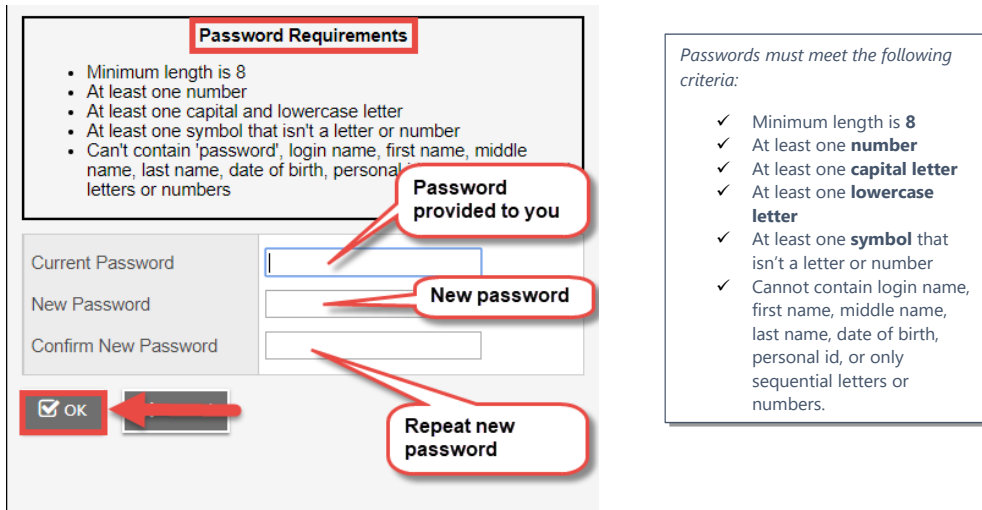
Click the **Log On** button. If this is the very first log-in with this username and password, you will be prompted to immediately change the password and to provide additional information.



**In the new pop-up window:**

**Current Password:** enter the password used on the first log-in screen.

**New Password:** enter the new password, observing the password rules in the *Password Requirements* information.





**Confirm New Password:** enter the new password again.

Click **OK**.

A *Security Preferences Update* window will appear, asking for additional information to be used if a password is forgotten.

**Security Preferences Update**  
To enable self serve password recovery, please provide the following information

Primary email	<input type="text" value="youremail@email.com"/>	A
Security question	<input type="text" value="What is your father's middle name?"/>	B
Security answer	<input type="password" value="....."/>	C
Confirm answer	<input type="password" value="....."/>	D

**Primary email:** enter your primary email address that was used to create the account.

**Security question:** use the drop-down menu to select a question you will remember the answer to.

**Security answer:** enter the answer to the security question selected. For privacy reasons, you may observe more characters than what your answer entails.

**Confirm answer:** enter the same answer to the security question selected.

Click **Submit**.

## SET YOUR PREFERENCES

You can configure user preferences to make using MyEducation BC faster and easier.

On the settings bar, click **Set Preferences**.





The Set Preferences dialog box appears. Complete preferences as shown below. Click OK.

## I. GENERAL TAB

The screenshot shows a web browser window with the URL <https://myeducation.gov.bc.ca/aspn/userPreferences.do?dep...>. The browser address bar shows <https://myeducation.gov.bc.ca/aspn/userPreferences.do?deploymentl...>. The dialog box has four tabs: **General**, Home, Security, and Communication. The **General** tab is active and contains the following settings:

Default locale	Canada
Auto-save interval (minutes)	5
Disable User-defined Help	<input type="checkbox"/>
<a href="#">List Options</a>	
Records per page	35
Show lower page controls	<input type="checkbox"/>
Warn on save	<input checked="" type="checkbox"/>

At the bottom of the dialog box are two buttons:  OK and  Cancel.

## II. HOME TAB

The screenshot shows the same web browser window as above, but with the **Home** tab selected. The **General** tab is still visible in the background. The **Home** tab contains the following settings:

Announcements	<input checked="" type="checkbox"/>
Favorites	<input checked="" type="checkbox"/>
Recent Activity	<input checked="" type="checkbox"/>
Web sites	<input checked="" type="checkbox"/>
Tasks	<input checked="" type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>

At the bottom of the dialog box are two buttons:  OK and  Cancel.



### III. SECURITY TAB

The screenshot shows the 'Security' tab of the user preferences interface. The browser address bar displays 'https://myeducation.gov.bc.ca/aspden/userPreferences.do'. The interface includes tabs for 'General', 'Home', 'Security', and 'Communication'. The 'Security' tab is active, showing fields for 'Primary email' (pupil#@sd5.bc.ca), 'Alternate email', 'Google Docs email' (with an 'Add Google Access' button), 'Security question' (a dropdown menu), 'Security answer', 'Confirm answer', and 'Password'. A dropdown menu is open, listing various security questions such as 'What city did your father grow up in?' and 'What city did your mother grow up in?'. At the bottom, there are 'OK' and 'Cancel' buttons.

### IV. COMMUNICATION TAB

The screenshot shows the 'Communication' tab of the user preferences interface. The browser address bar displays 'https://myeducation.gov.bc.ca/aspden/userPreferences.do'. The interface includes tabs for 'General', 'Home', 'Security', and 'Communication'. The 'Communication' tab is active, showing fields for 'Google Docs email' (with an 'Add Google Access' button) and 'Forum Options'. Under 'Forum Options', there is a 'Forum posts per page' field with the value '5'. At the bottom, there are 'OK' and 'Cancel' buttons.





## STUDENT VIEWING INFORMATION

**Southeast Kootenay 2020-2021**

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

Welcome to MyEducation BC PRODUCTION

### 1.0 PAGES TOP TAB

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

Home | Page Directory

Welcome to MyEducation BC PRODUCTION

BRITISH COLUMBIA MyEducationBC

One Student.  
One Record.  
All of British Columbia.

Recent Activity Last 30 days

Attendance  Grades

This area shows recent Attendance and Grades Posted.

To Do

Overdue Online Assignments  Tomorrow  Today [Week View](#)

Overdue Online Assignments	Assignment	Category	Due
No assignments scheduled.			
Today: Wednesday, March 3			
Course	Assignment	Category	Completed
No assignments scheduled.			
Tomorrow: Thursday, March 4			
Course	Assignment	Category	Completed
No assignments scheduled.			



## 2.0 MY INFO TOP TAB

Please check student information carefully and advise the school if data needs to be updated.

The screenshot shows the 'My Info' top tab with a navigation bar containing 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The main content area is titled 'My Record' and includes a sidebar with 'My Details', 'Transcript', 'Current Schedule', 'Contacts', 'Attendance', 'Assessments', 'Notifications', and 'Requests'. The 'My Details' section is expanded, showing fields for 'Legal first name', 'Legal middle name', 'Legal last name', 'Suffix', 'First #', 'Personal Education Number', 'Home phone', and 'Teacher'. A large green box highlights the text 'Student-Information-Shown-Here' and 'This-is-not-editable'. To the right, there are fields for 'School - Name', 'Next School - Name', 'Year of graduation', 'Grade level', 'Parking Space', and 'License Plate #'. A smaller green box highlights the 'Year of graduation' field.

## 3.0 ACADEMICS TOP TAB

Shows current classes

The screenshot shows the 'Academics' top tab with a navigation bar containing 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The main content area is titled 'Classes' and includes a sidebar with 'Details', 'Assignments', and 'Attendance'. The 'Classes' section is expanded, showing a table of current classes. The table has columns for 'Description', 'Term', 'Teacher', 'Classm', 'Term Performance', 'Abs', 'Tdy', and 'Dam'. There are two rows of data: 'SOCIAL STUDIES 10' and 'ADBT - COMPUTER STUDIES 10'. A search bar and 'Options', 'Reports', and 'Help' buttons are visible at the top of the table.

Description	Term	Teacher	Classm	Term Performance	Abs	Tdy	Dam
SOCIAL STUDIES 10	Q3				0	0	0
ADBT - COMPUTER STUDIES 10	Q3				1	0	2

## 4.0 GROUPS

Shows any groups that student is assigned

The screenshot shows the 'Groups' top tab with a navigation bar containing 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The main content area is titled 'Groups' and includes a sidebar with 'Details' and 'Events'. The 'Groups' section is expanded, showing a table of assigned groups. The table has columns for 'Group > Title' and 'Group > Category'. There is one row of data: 'Ab Ed' with the category 'Academic'. A search bar and 'Options', 'Reports', and 'Help' buttons are visible at the top of the table.

Group > Title	Group > Category
Ab Ed	Academic



## 5.0 CALENDAR

Today's calendar

Pages My Info Academics Groups **Calendar** Locker

Options Reports Help

Day Week Month

← Previous Wednesday, M

Wed Mar 3 Today

## 6.0 LOCKER

Current locker information (if entered)

Pages My Info Academics Groups Calendar **Locker**

Options Reports Help Search on Directory

Locker Details

0 of 0 selected

Name	Filename
------	----------

No matching records

## COURSE SELECTION PROCESS

### ***MY INFO TOP TAB > REQUESTS SIDE TAB***

Within the entry mode window you will find the Instructions block at the top of the window.

Above this is a line indicating the next school year for which the requests are made, the number of primary and alternate requests selected, the percent scheduled and the total credits.



Pages **My Info** Academics Groups Calendar Locker

Options Reports Help Search on Go!

### Requests

[Exit entry mode](#)

My Details  
Transcript  
Current Schedule  
Contacts  
Attendance  
Assignments  
Notifications

Requests Details  
Graduation Progress

2016-2017 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

#### Instructions

Welcome Next Year's Grade 10's,  
Below you will be selecting your courses at MBSS.

- Select required courses from either the French Immersion list or the Standard list:

Standard	French Immersion
English <input type="checkbox"/> English First Peoples <input type="checkbox"/> English/Band	English <input type="checkbox"/> English First Peoples <input type="checkbox"/> English/Band
Foundations of Math 10 <input type="checkbox"/> AW Math 10	Foundations of Math 10 <input type="checkbox"/> AW Math 10
Science 10	Science 10
Planning 10	Planning 10
Social Studies 10	Science Humaines 10

Primary requests **Click on Select**

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select... Physical Courses				
Select... Additional Courses				
Select... Outside of Timetable				

Notes for counsellor

I am also interested in Biology 11 for second semester

If you want to send a note to the counsellor it would be typed here

**Post** Once selections are done you will Post to finish

Check the boxes and click ok at the bottom of the page to save

**Post** Last posted time: Approved time:

Subject area: Required Courses

The following are required courses at the grade 10 level. If you have previously completed the course there is no need to select it but rather select an option from the additional courses list.

English 10  English 10 First Peoples  English 10: Band (Choosing this will automatically add Band 10 to additional courses)

Foundations of Math Pre-Calculus 10  Apprenticeship & Workplace Math 10

Physical Education 10  Physical Education Girls 10  Education Physique 10 (For French Immersion Students)

Planning 10

Science 10

Social Studies 10  Sciences Humaines 10 (For French Immersion Students)

Francis Langue Seconde 10 (All French Immersion students must select this course)

L1 MEN-10 0 of 13 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Stat
<input type="checkbox"/>	MEN-10	ENGLISH 10	Regular	4.0		
<input type="checkbox"/>	MEFP-10	ENGLISH 10 FIRST PEOPLES	Regular	4.0		
<input type="checkbox"/>	MEN-10-BA	ENGLISHBAND	Regular	4.0		
<input type="checkbox"/>	MFMP-10	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	Regular	4.0		
<input type="checkbox"/>	MAWA-10	APPRENTICESHIP AND WORKPLACE MATH 10	Regular	4.0		

MEN-10 SCIENCE 10 Regular 4.0

OK Cancel



## LOGGING OUT

When logging out of MyEducation BC, always use the **Log Off** selection in the top right corner of the settings bar.

