

MyEducation BC

STUDENT

PORTAL

HANDBOOK

2021/2022

TABLE OF CONTENTS

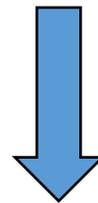
TABLE OF CONTENTS 1
STUDENT PORTAL – LOG ON INFORMATION..... 1
VIEWING YOUR REPORT CARD 3
VIEWING YOUR TRANSCRIPT..... 4
VIEWING YOUR SCHEDULE 5
PASSWORD RECOVERY 6
COURSE SELECTION 8

STUDENT PORTAL – LOG ON INFORMATION

Please note this login is for STUDENTS only, parents will have previously received their password and login details from Journey Middle School. You MUST use a desktop or laptop computer to activate your user account for the first time.

Go to <https://www.myeducation.gov.bc.ca/aspen/logon.do>

- Use your pupil number as the “**Login ID**”, along with this temporary password.



MyEducation BC Prod

Login ID

Password

[I forgot my password](#)

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. **(Use your most common email address – do NOT use a parent email for your recovery email. This email is used in the case that you forget your password, security question and answer. It will also be the email EMCS will use to communicate directly with students).** 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 number.

Contact EMCS at emcs@sd62.bc.ca if you need further assistance.

VIEWING YOUR REPORT CARD

- Log on to <https://myeducation.gov.bc.ca/aspden/logon.do> and on the main page under “**Published Reports**” select the pdf file on the right-hand side to download and view the report card.
- If you have question about your marks or comments, please contact the subject teacher.

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

Search: Attendance

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

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. (See next section).

VIEWING YOUR TRANSCRIPT

- Log on to <https://myeducation.gov.bc.ca/aspen/logon.do> and select the “My Info” top tab on your toolbar and select “Transcript” on the left-hand side tab.

The screenshot shows the user interface of the My Education system. At the top, there is a navigation bar with tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. Below this is a 'My Record' section with a 'My Details' sidebar on the left. The sidebar contains links for Transcript, Current Schedule, Contacts, Attendance, Assessments, Notifications, and Requests. A green arrow points to the 'Transcript' link. The main content area shows a 'Demographics' tab selected, with fields for Legal first name, Legal middle name, Legal last name, Suffix, Pupil #, Personal Education Number, Homeroom, and Locker. On the right, there are fields for School > Name (Edward Milne Community School), Next School > Name (Edward Milne Community School), Year of graduation, Grade level, Parking Space, and License Plate #. A 'Cancel' button is visible in the top left of the main content area, and a 'Default T' button is in the top right.

- 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.

This close-up shows the toolbar area. It includes buttons for Options, Reports, and Help. To the right is a search box labeled 'Search on Year' with a magnifying glass icon. Next to it is the 'Filter' icon (a funnel with a 'Y' inside), which is highlighted by a green arrow pointing up. To the right of the filter icon is a 'Dictionary Menu' icon (an open book), which is highlighted by a green arrow pointing left.

Marks from current courses won't show up until final mark has been entered.

VIEWING YOUR SCHEDULE

- Log on to <https://myeducation.gov.bc.ca/asp/en/logon.do> and select “**My Info**” top tab on your toolbar, then the “**Current Schedule**” side tab.

The screenshot shows the user interface for viewing a schedule. At the top, there is a navigation bar with tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. Below this, the 'Current schedule' section is active. On the left, a sidebar contains various menu items: My Details, Transcript, Current Schedule (highlighted), Contacts, Attendance, Assessments, Notifications, and Requests. The main content area shows a 'List view' toggle and a form with 'Time' (set to 'Select date') and 'Date' (set to '12/4/2020'). Below the form, a table displays schedule entries. The first entry is for '5 -' with a red border. The second entry is for '1-am' with a time range of '8:40 AM - 10:35 AM' and 'am'. The third entry is for '2-pm' with a time range of '11:35 AM - 1:30 PM' and 'pm'. A green arrow points to the 'Current Schedule' side tab.

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

This screenshot shows the same user interface as the previous one, but with the 'Current Schedule' side tab selected. The main content area now displays a 'Matrix View' toggle. A green arrow points to the 'Current Schedule' side tab.

- 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 (in the order you’ll be attending this year)

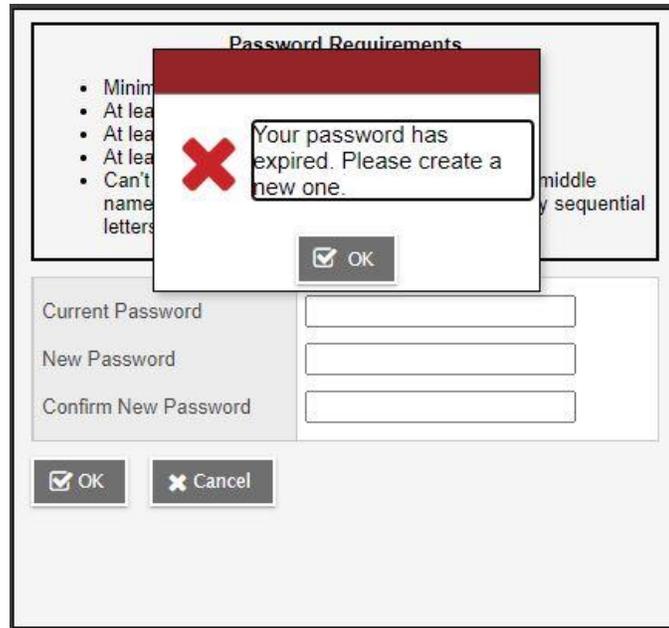


PASSWORD RECOVERY

- Go to <https://www.myeducation.gov.bc.ca/aspn/logon.do>
- Enter your pupil number as your **“Login ID”** and click the **“I forgot my password”** link, a temporary password will be sent to the email you used for your first login.

The screenshot shows the 'MyEducation BC Prod' login page. It has a 'Login ID' field, a 'Password' field, and a 'Log On' button. A blue link labeled 'I forgot my password' is located below the password field. A green arrow points to this link.

- Enter your **“Login ID”** (pupil number) 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.

Contact EMCS at emcs@sd62.bc.ca if you need further assistance.

COURSE SELECTION

Please note, the Course Selection Portal will open February 1st, 2021

First, make sure you have read the information in our Course Selection webpage carefully <http://emcs.web.sd62.bc.ca/students/course-selection/>

- Log on to <https://myeducation.gov.bc.ca/aspen/logon.do> and select "My Info" and select "Requests". The Requests page appears.

The screenshot shows the 'My Info' page in the Course Selection Portal. The top navigation bar includes 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The 'My Info' tab is selected. Below the navigation bar, the 'My Record' section is visible. A green arrow points to the 'My Info' tab. Below the 'My Record' section, the 'My Details' dropdown menu is open, showing options: Transcript, Current Schedule, Contacts, Attendance, Assessments, Notifications, and Requests. A green arrow points to the 'Requests' option. The 'Demographics' section is visible, showing fields for Legal first name, Legal middle name, Legal last name, Suffix, Pupil #, and Personal Education Number, all of which are redacted with black bars. There are also buttons for 'Options', 'Reports', 'Help', and 'Cancel'.

- Select courses as outlined in the instructions for your grade level.
- When you read the instructions, pay particular attention to the number of "primary" requests AND "alternate" requests you are required to enter.
- Make sure to click "Post" at the bottom of the screen to ensure your selections are saved.