



**EDWARD MILNE**  
COMMUNITY SCHOOL

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# MyEducation BC

## Grade 8 STUDENT PORTAL

# HANDBOOK

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2022/2023

SCHOOL DISTRICT #62  
6218 Sooke Road, Sooke, BC, V9Z 1J1

## TABLE OF CONTENTS

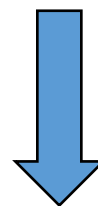
TABLE OF CONTENTS .....	1
STUDENT PORTAL – LOG ON INFORMATION.....	1
VIEWING YOUR REPORT CARD .....	3
VIEWING YOUR TRANSCRIPT.....	4
VIEWING YOUR SCHEDULE .....	5
PASSWORD RECOVERY .....	7
COURSE SELECTION .....	9

## STUDENT PORTAL – LOG ON INFORMATION

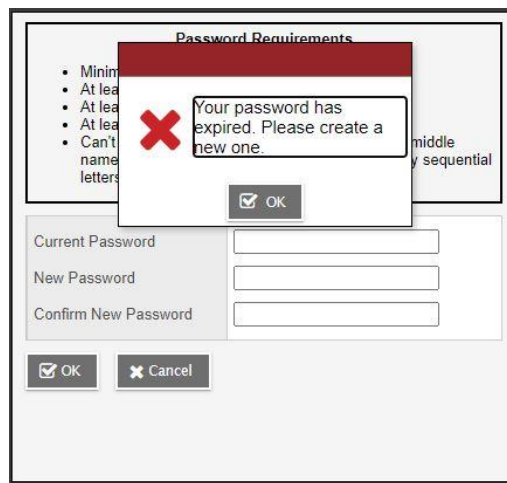
**Please note this login is for STUDENTS only, parents will have previously received their password and login details from Journey Middle School. You MUST use a desktop or laptop computer to activate your user account for the first time.**

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

- Use your pupil number as the “**Login ID**”, along with this temporary password. YOU must log in accurately! More than 2 inaccurate attempts may lead to being temporarily locked out!

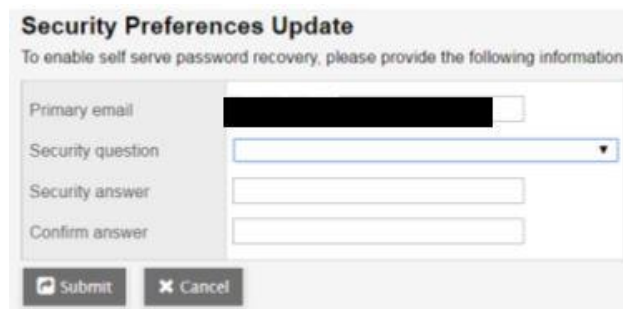


- You will be prompted to change your password and create your security preferences.



**Create your own new Password:** \_\_\_\_\_

(It must be a minimum of 8 characters in length. Included upper- and lower-case letters and at least one symbol and one number. You cannot use your name, date of birth or student number.)



- Use your most common email address – **DO NOT** use a parent 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.

**Contact EMCS at [emcs@sd62.bc.ca](mailto:emcs@sd62.bc.ca) if you need further assistance.**

## VIEWING YOUR REPORT CARD

- Log on to <https://myeducation.gov.bc.ca/aspen/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

Search: Attendance

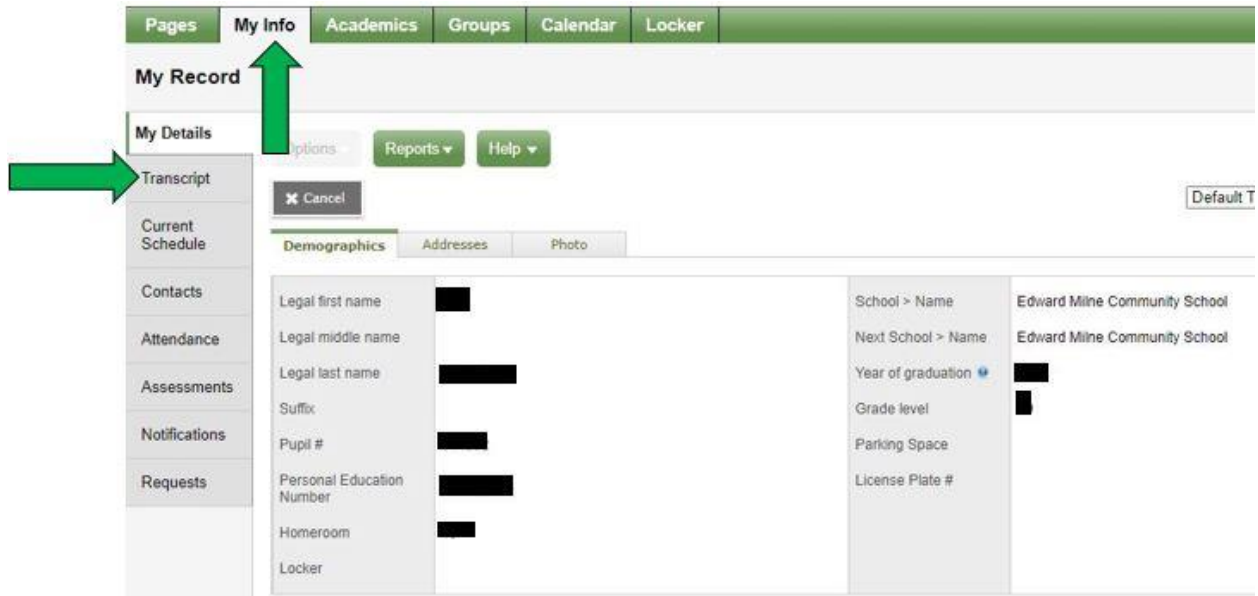
Published Reports



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.



- 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.



**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 'Current Schedule' page in 'List View' mode. The top navigation bar includes 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The left sidebar has 'My Info' selected, with 'Current Schedule' highlighted. The main content area shows a 'Date' dropdown set to '12/4/2020' and a table with two rows: '1-am' (8:40 AM - 10:35 AM) and '2-pm' (11:35 AM - 1:30 PM). A green arrow points to the 'Current Schedule' side tab, and another points to the 'List view' link.

Time	Class
1-am 8:40 AM - 10:35 AM	am
2-pm 11:35 AM - 1:30 PM	pm

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

The screenshot shows the 'Current Schedule' page in 'Matrix View' mode. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area shows a 'Date' dropdown set to '12/4/2020' and a 'Time' dropdown. A green arrow points to the 'Time' dropdown.

- To see all courses for the entire year, toggle to **“Matrix view”** and click on the **“Funnel Icon”** and select **“All Records”**



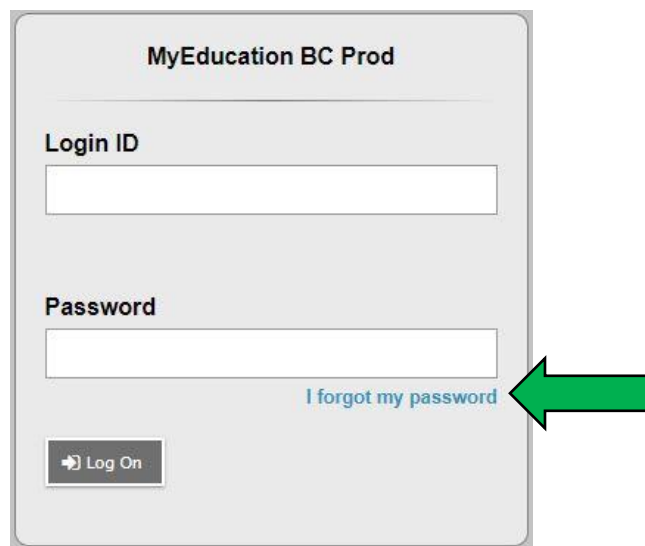
- In **“Matrix view”** click on **“Term”** to sort the courses chronologically (in the order you’ll be attending this year)



## PASSWORD RECOVERY

Go to <https://www.myeducation.gov.bc.ca/aspen/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 setup as your recovery email.



MyEducation BC Prod

Login ID

Password

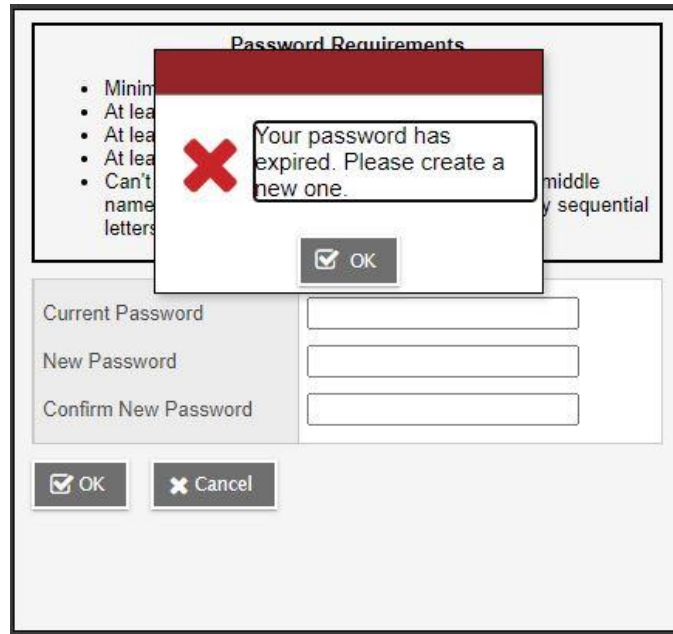
[I forgot my password](#)

Log On

- Log on with your Temporary Password.
- You will be prompted to change your password. **“Current Password”** is the Temporary Password you were provided. Create a **“New Password”** and **“Confirm New Password”**.
- Please read the password requirements carefully.

Create your own new Password: \_\_\_\_\_





### **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.

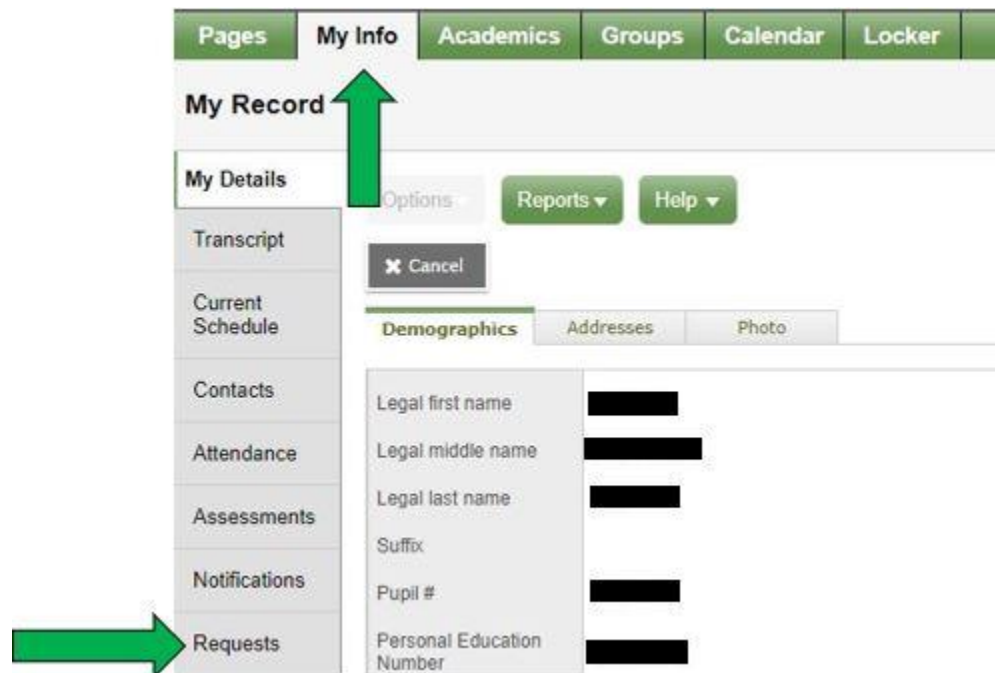
**Contact EMCS at [emcs@sd62.bc.ca](mailto:emcs@sd62.bc.ca) if you need further assistance.**

## COURSE SELECTION

Please note, the Course Selection Portal will open February 1<sup>st</sup>, 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.



- 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.