STUDENT PORTAL HANDBOOK

School District 72 (Campbell River)

Student Portal Handbook

Click on the topic title to bring you to the page:

Contents

Log On Information

You should have received an email that contains your login ID and your temporary password.

If this is your first time logging in, we recommend a laptop or desktop computer to initialize your account.

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

- Your Login ID will be your school district 72 email address. Check your email for your temporary password.

Aspen SDTest
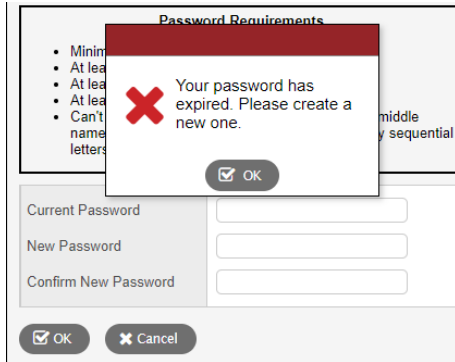
MyEducation BC Login ID

test.student@stu.sd72.bc.ca

MyEducation BC Password

4 digit number emailed to you

Login Information   I forgot my password

Log On

- If this is your first time logging into MyEdBC, you will be prompted to change your password. (see the password requirements on next page).

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
- Cannot contain 'password', login name, first name, middle name, last name, date of birth, personal ID or only sequential letters

- Next it will ask you to create your security preferences. When it asks for your Primary email, make sure you use your school email. The security question and answer is needed for the 'Forgot my Password' function to work properly.
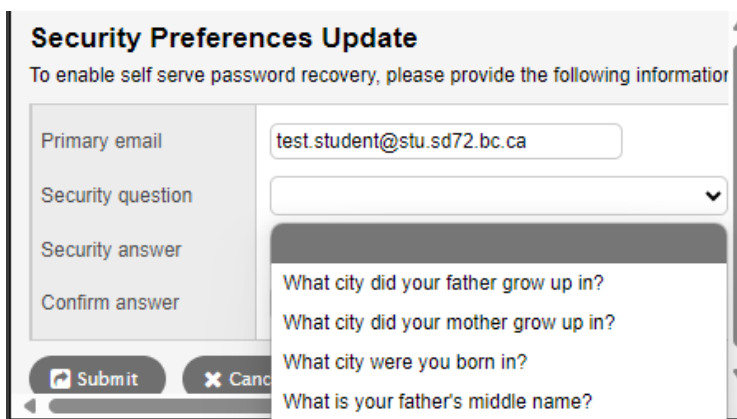
Once you have logged, in you may link your account to your BC Services card in place of userID and password.

To connect your BC Services Card to your MyEducation BC account:
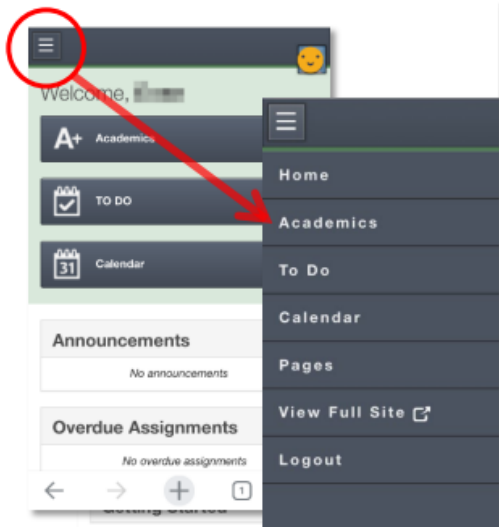
1. Setup the BC Services Card app on your mobile device.

*2. Once the BC Services Card app is setup on your mobile device, log in to MyEducation BC, select **BC Services Card,** and enter your name and password to connect your BC Services Card to your MyEducation BC account.*

> *If you sign in using your BC Services Card, you will not have to worry about having to change your password every 90 days as you do if you are using the MyEd login ID and password.*

Mobile View

If you log in on your cell phone, your view will look like this. Note that functions are limited in mobile view. Click on View Full Site to see all functions.

Academics: displays a list of classes the student is taking.

To Do: may provide assignment and assessment information.
→ See "Assignments" below.

Calendar: if a teacher is using the Gradebook in MyEdBC the calendar will include some information about when assignments were assigned and due.

Pages: may show you your own pages where you are a member of a Group if applicable.

View Full Site: interface, you can use MyEdBC will the same functionality as if you were using your laptop or desktop.

- You can view information such as your PEN number, address and photo that is on file by going to the **My Info** Top Tab>**My Details** Side tab.
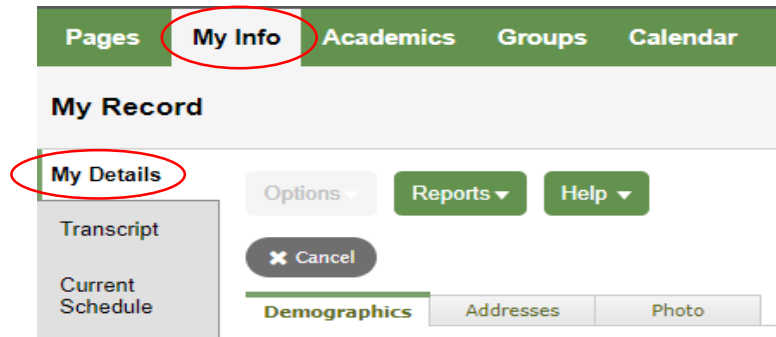
- Click on the **Transcript** side tab to see the courses you have taken in the past (make sure the dictionary is set to 'All' and the filter is set to 'All Records').
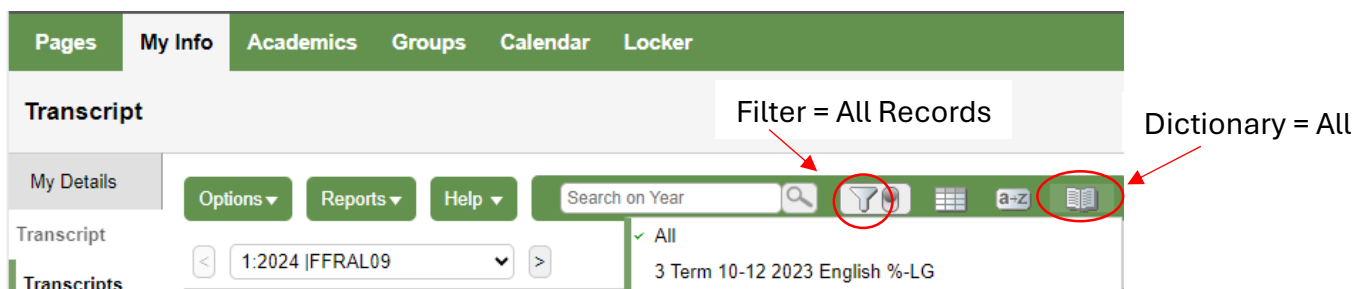
- You can sort by Year, Grade or Course description by clicking on the appropriate column header.
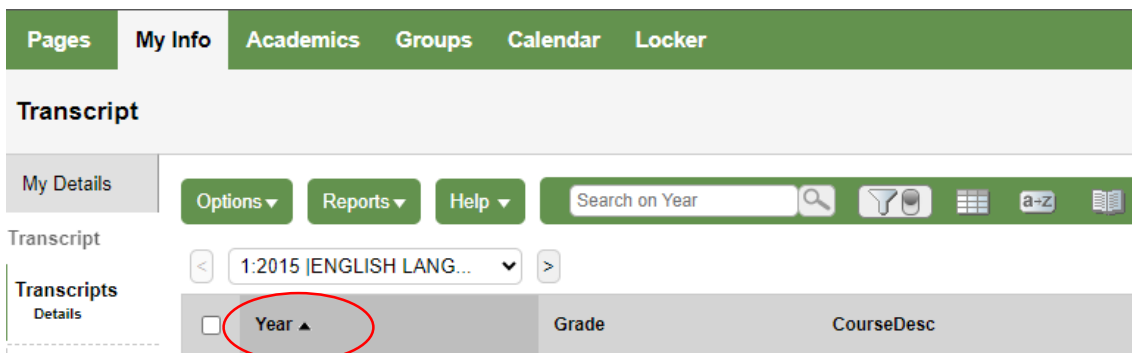
Marks from current courses won't show up on the Transcript side tab until the final mark has been posted.

- Click on the Assessment side tab to see your Numeracy Assessment and Literacy Assessment results (and any assessments you may have done in previous years)

Click on the blue hyperlink date to see the results column:

Viewing Your Schedule

- Select the **My Info** top tab on your toolbar, then the **Current Schedule** Side Tab.
- Select either Sem 1, Sem 2 or 'Today'

You can view all courses for the full year when you click on the 'List View' hyperlink to change the view from **Matrix View** to **List View.**

This is what List View looks like:

You can sort by Term, Schedule or Teacher, by clicking on the top of the appropriate column.

- Click on the Academics Top Tab to view your current year and previous year courses. You can click on the blue hyperlink of the course to view attendance records and grades.

Use the drop down menus to select the year (current or previous) and the Term (current, all or quarter).

Click into the blue hyperlink of the individual course to see more information.
If your teacher is using MyEd to post assignment marks, you will see them here and will see the Final grade when posted.

Course Selection

Course Selection will be accessible only after you receive confirmation from your administrator or counsellor that it is available. Make sure you review the course selection information with your parent/guardian and/or school counsellor, prior to logging on and selecting your courses.

Select **My Info** on the top tab and **Request** on the side tab.

Read these instructions prior to selecting courses

- Select courses as outlined in the instructions for your grade level.
- Make sure to click "Post" at the bottom of the screen to ensure your selections are saved.