

November 4, 2019

Dear Parents / Guardians,

We are pleased to let you know that the Sooke School District's student information system called "MyEducationBC" has a module that we will be launching for all of elementary students and families beginning Monday, November 4<sup>th</sup> using a staggered roll out, the district will bring schools onto the Family Portal over the duration of the week (Nov.4-8). MyEducationBC's Family Portal has been opened for Middle and Secondary students since June 2019 and we look forward to our elementary parents having access to this informative tool.

**The goals of the staged implementation are:**

- a) To create awareness for parents about the Family Portal and encourage them to log on and gain access to the portal***
- b) Parents can review their demographics (name, address, contacts) and provide feedback to the schools if updates are necessary***

Once the district has had an initial week to implement the opening of the Portal and support parents gaining online access, parents will be able to use the portal to check their child's daily attendance and in the future have access to report cards online. **Beginning November 18<sup>th</sup>, parents will be able to use the Family Portal to confirm their child has arrived at school in the morning.** Prior to the November 18<sup>th</sup>, parents may see attendance information for their child on the Family Portal however as we train staff & parents and implement this new system, we ask parents recognize the attendance data may not be correct during the first week and to rely on the systems, we currently have in place to confirm and communicate attendance.

## What is MyEducationBC?

“MyEdBC” is a secured online portal used by most school districts in BC. Security is guided by BC’s School Act and FoIPPA. In the Family Portal, parents can:

- Check attendance
- Ensure contact information is up to date
- See assessments/grade information/transcripts
- View report cards and summary of progress reports (not in elementary schools at this time)

## How to log in and access MyEducationBC:

Between November 4<sup>th</sup> and November 8<sup>th</sup> a Parent Portal Account will be for created each family and an e-mail will be sent to the e-mail account that you have provided the school with. The message will look like this:

Welcome to the **District Name** MyEducation BC PARENT PORTAL which will allow access to see grades, attendance and other information on your child(ren). Each parent or guardian will have their own separate account.

To Access the MyEducation BC System

1. Visit [www.myeducation.gov.bc.ca/aspn](http://www.myeducation.gov.bc.ca/aspn)
2. Make sure popups are enabled for your browser
3. Your user name will be: **Login ID**
4. Your temporary password will be: **GenPW**

NOTE: Both user name and password are case sensitive

5. Enter your user name and password then click Log On to access the system. You will be prompted to change your password, and fill out some information so that in the future you can click "I forgot my password" to receive a new password.

Once inside the MyEducation BC system you can navigate around to view information for your student(s).

\*\*\* Please do not reply to this generated email.

1. **For our initial log in you must use a laptop or desktop computer.** After the initial log in, you can use your phone or other devices.
2. **Make sure pop-ups are enabled for your browser**
3. Please follow the instructions on the attached document (Family Portal Instructional Manual) to login and change your password

Once inside the MyEducationBC system you can navigate around to view information for your student(s). **If you have a child in middle/secondary schools in the district, you will have already gained access and will not receive an additional email.**

## **Frequently Asked Questions**

### **Who has access to the Portal?**

- Teachers, Principals and Vice Principals
- Parents/Guardians (two max per child)
- Students – each student has their own login

### **What if a parent/guardian never logs in to the Portal?**

While you are not required to log in, SD62 will begin to electronically publish and post report cards in your child's account. If you choose not to use the portal, please make sure to let your school know.

You will find the MyEdBC login on your school's home page and the SD62 Schools page.

Questions or further assistance? Please contact: your child's school office. The clerical staff will be able to respond to questions and support the login process.

Sincerely,

Paul Block  
Associate Superintendent  
Sooke School District