

# Parent Portal Documents

## Version History

Version	Date	Description

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## Logging into MyEd Parent Portal

### Parent Accounts

Accounts are created and maintained at your student(s) school. Parents/guardians that have provided the school with a unique email address will receive an email invitation called “Welcome to the Nanaimo-Ladysmith Parent Portal”. This email will provide you with your Login ID and Password. If you have not received an email, please look in your SPAM/JUNK Email Folder.

Click the [blue](#) hyperlink in the your email to open MyEducation Parent Portal.

Welcome to the Nanaimo-Ladysmith 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/asp/en](http://www.myeducation.gov.bc.ca/asp/en)
2. Make sure popups are enabled for your browser
3. Your user name will be:
4. Your temporary password will be:

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.

### Login into MyEd:

**MyEducation BC Prod 3**

Login ID

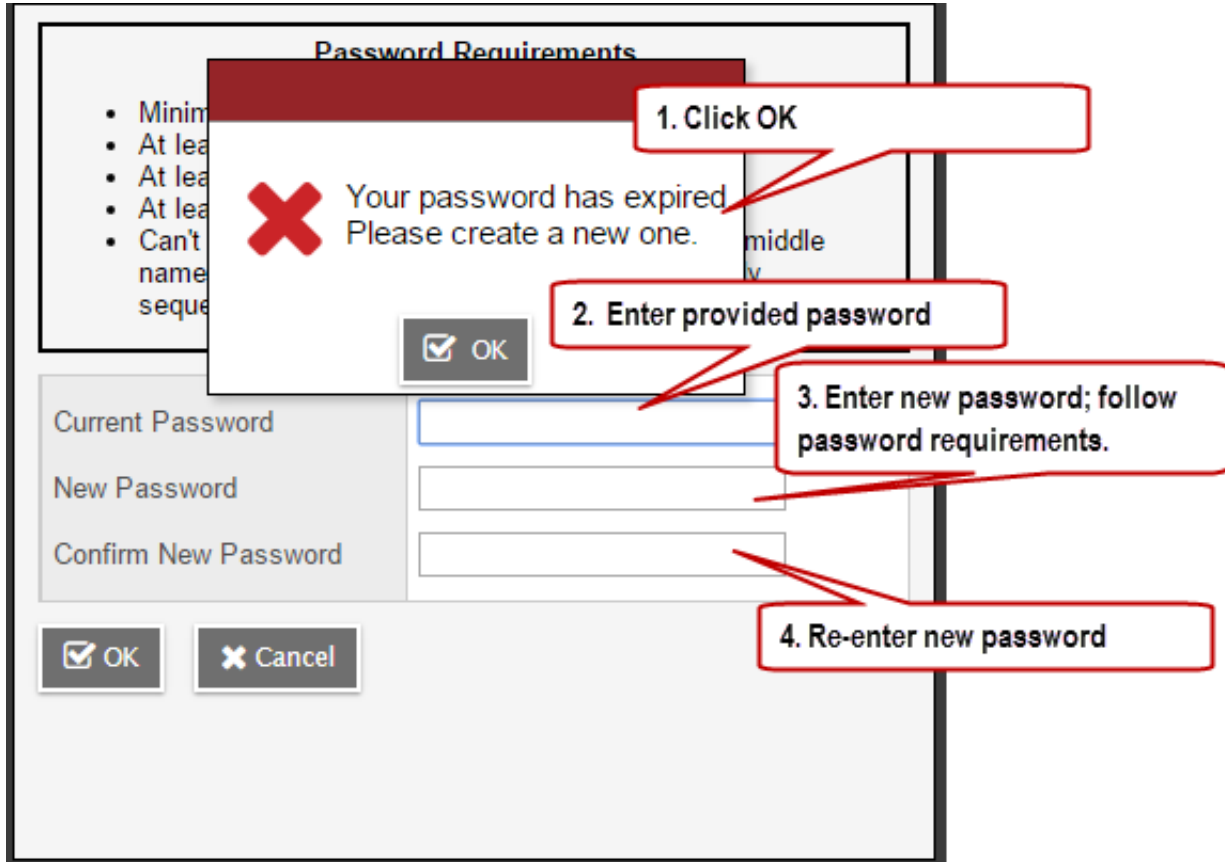
**Type in user name provided from your Welcome Email  
(IE: p68.joe.smith)**

Password

**Type in password provided from your Welcome Email**

[I forgot my password](#)

*First Time Log In: You will be Prompted to Change your Provided Password*



When choosing a new password, please refer to the following guidelines:

- Password must be a minimum of eight characters
- 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 or numbers.

**Complete password reset question.**

**NOTE:** This will allow the software to email you a new password when you click on 'I forgot my password' link on the login screen.

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

1. Enter active email address

2. Choose security question

3. Enter your security answer (it is case sensitive)

4. Re-enter your security answer (it is case sensitive)

Primary email  
Security question  
Security answer  
Confirm answer

Submit Cancel

Log On

What city did your father grow up in?  
What city did your mother grow up in?  
What city were you born in?  
What is your father's middle name?  
What is your favourite vacation spot?  
What is your mother's maiden name?  
Who is your favourite actor, musician, or artist?  
Who is your favourite athlete?  
Who is your favourite author?

**I Forgot My Password**

Before emailing or calling your student(s) school for a new password try clicking 'I Forgot My Password' and follow the steps below.

• **Error Message:** This account has been disabled. You have entered the incorrect password too many times, you will need to follow the steps for 'I forgot my password'. The Password Reset window will pop up – enter the information as indicated. **Remember what is being entered is case sensitive.** You will be emailed a new temporary password.

MyEducation BC Prod 6

1 I forgot my password

2 Login ID

3 Primary email

4 Continue Cancel

5 What city were you born in?

6 Submit

Enter the answer. Answers are case sensitive.

Active Email

p08.first.last name

**Password Reset**

Login ID  
Primary email  
What city were you born in?

Submit

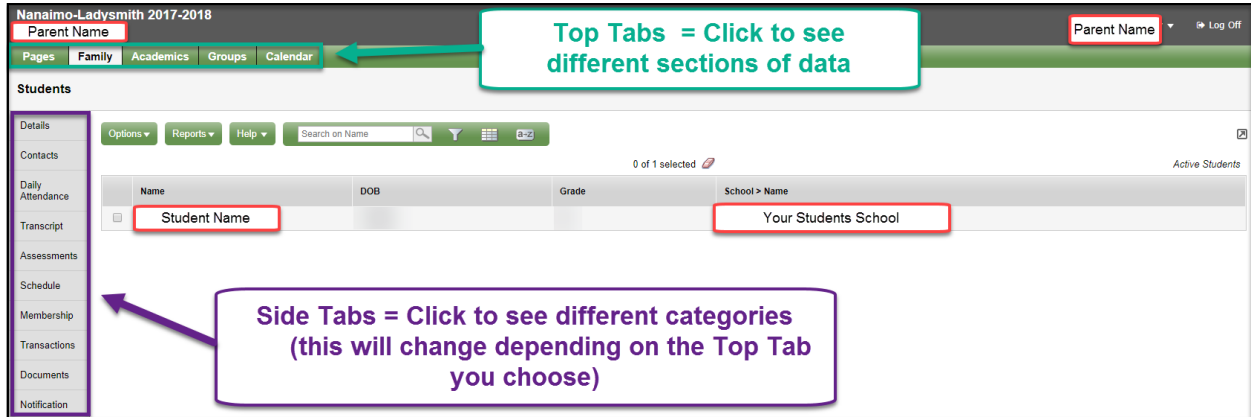
**Password Requirements**

When choosing a new password, please refer to the following guidelines:

- Password must be a minimum of **eight** characters
- 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 numbers.

## How to Navigate in MyEd

### Tabs:

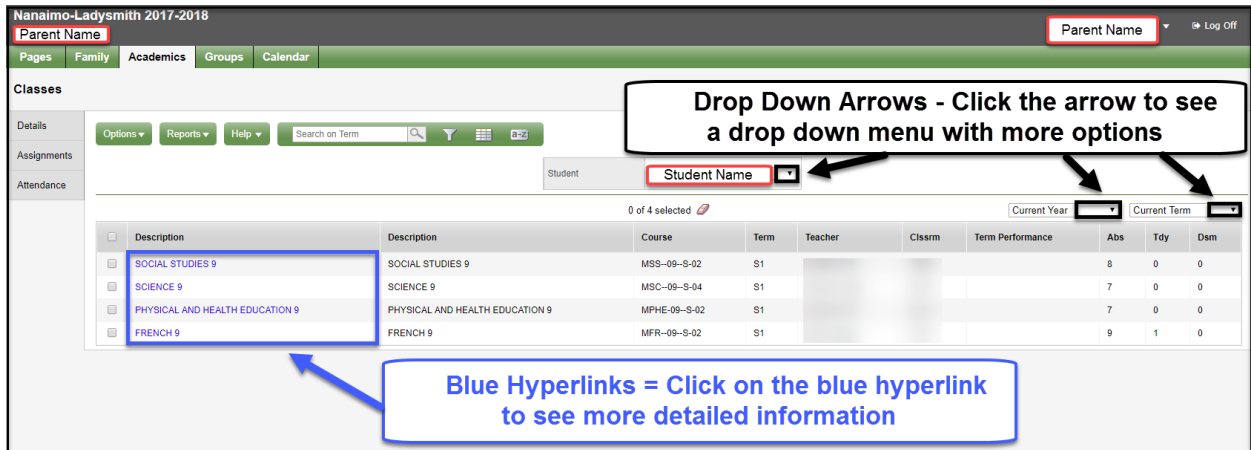


**Top Tabs = Click to see different sections of data**

**Side Tabs = Click to see different categories (this will change depending on the Top Tab you choose)**

The screenshot shows the 'Students' section of the MyEd Parent Portal. At the top, there are navigation tabs: Pages, Family, Academics, Groups, and Calendar. A callout box points to these tabs with the text 'Top Tabs = Click to see different sections of data'. On the left side, there is a vertical menu of side tabs: Details, Contacts, Daily Attendance, Transcript, Assessments, Schedule, Membership, Transactions, Documents, and Notification. A callout box points to this menu with the text 'Side Tabs = Click to see different categories (this will change depending on the Top Tab you choose)'. The main content area shows a table with columns for Name, DOB, Grade, and School Name. A callout box points to the 'Student Name' field in the table with the text 'Student Name'.

### Hyperlinks and Drop Down Arrows:



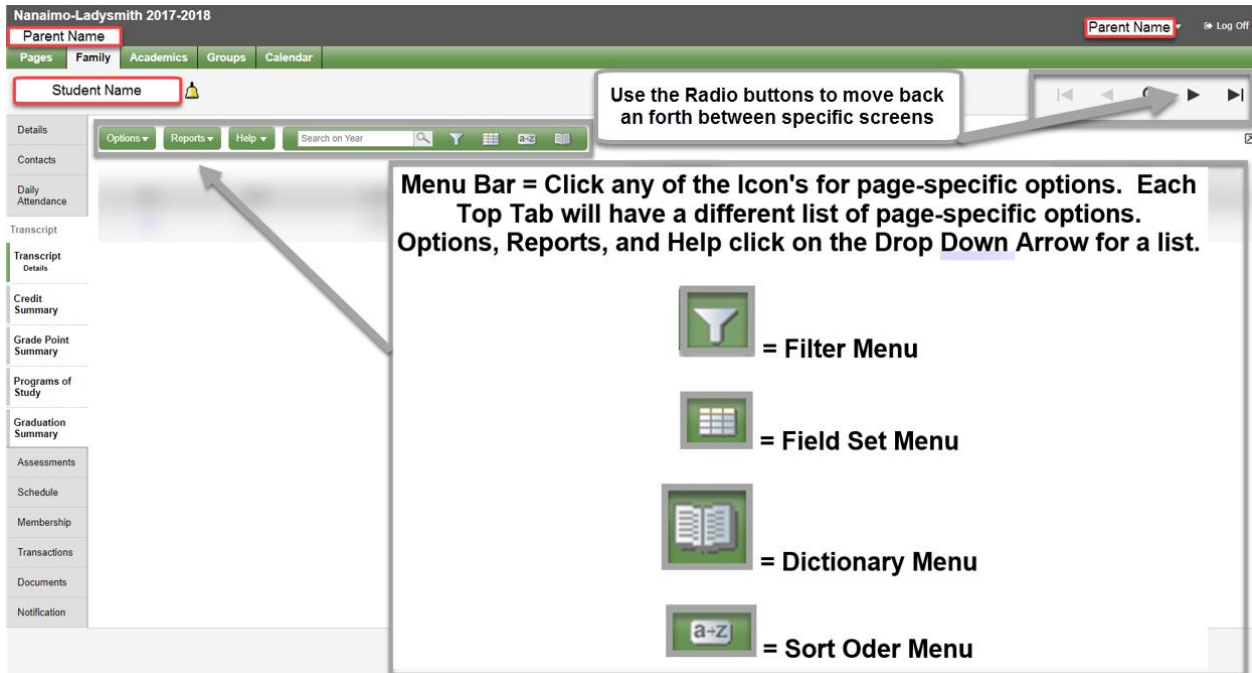
**Drop Down Arrows - Click the arrow to see a drop down menu with more options**

**Blue Hyperlinks = Click on the blue hyperlink to see more detailed information**

The screenshot shows the 'Classes' section of the MyEd Parent Portal. At the top, there are navigation tabs: Pages, Family, Academics, Groups, and Calendar. A callout box points to the 'Academics' tab with the text 'Drop Down Arrows - Click the arrow to see a drop down menu with more options'. The main content area shows a table with columns for Description, Course, Term, Teacher, Clsrm, Term Performance, Abs, Tdy, and Dam. A callout box points to the 'Student Name' field in the table with the text 'Student Name'. Below the table, there are four blue hyperlinks: SOCIAL STUDIES 9, SCIENCE 9, PHYSICAL AND HEALTH EDUCATION 9, and FRENCH 9. A callout box points to these hyperlinks with the text 'Blue Hyperlinks = Click on the blue hyperlink to see more detailed information'.



### Icon Definitions:



Nanaimo-Ladysmith 2017-2018

Parent Name Parent Name Log Off





Pages Family Academics Groups Calendar

Student Name

Options Reports Help Search on Year

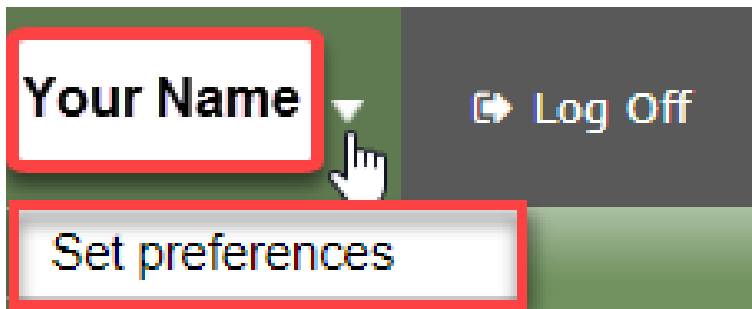
Use the Radio buttons to move back an forth between specific screens

**Menu Bar = Click any of the Icon's for page-specific options. Each Top Tab will have a different list of page-specific options. Options, Reports, and Help click on the Drop Down Arrow for a list.**

-  = Filter Menu
-  = Field Set Menu
-  = Dictionary Menu
-  = Sort Oder Menu

### Set Preferences

Click the drop down arrow next to the student name in the top right hand corner.



#### General (Top Tab)

The general tab is already set up for you. No changes required.

#### Security (Top Tab)

You are able to change your email, security questions, and your password. If you change your email address, all communication will be sent to the new email address you provided.

#### Communication (Top Tab)

The communication tab is already set up for you. No changes required.

## Pages (Top Tab) – Items Visible Will Vary from Teacher to Teacher

The pages screen will display a number of sections and quick view

- Announcements
- Welcome information
- Recent Activity
- To Do
- Group Resources
- Task
- Published Reports

### Page Directory (Side Tab)

You can create Groups to share information with others such as a Sports team or Yearbook. You can create a Page for your group that you can add web pages that are accessible from the Page (side tab)

1. Click PagesDirectory.
2. Find the Page you want to add to your personal Pages screen.
3. Click ADD.

## Family Top Tab – Items Visible Will Vary from Teacher to Teacher

### Details (Side Tab)

1. Demographics tab shows your student's information
2. Addresses tab shows your student's address information
3. Activities Tab shows your student's busing information
4. Photo Tab shows your student's school photo

### Contacts (Side Tab)

Make sure all the contacts information is correct. Email your student's school to make any corrections.

### Daily Attendance (Side Tab)

Will display all absences and a reason if one has been given

- A= Absent
- A-E = Absent Excused
- L = Late
- L-E = Late Excused

Click the [blue](#) hyperlink to see more information. This will display the Portion absent

- .25 = Absent for One class
- .50 = Absent for Two classes
- .75 = Absent for Three classes
- 1.0 = Absent for the Whole day

### Transcript (Side Tab)

Shows the courses the student is enrolled in as well as the Final Marks and Credits the student has receive.

1. Click the book.
2. Click ALL.
3. Click the Filter.
4. Click All Records.

This will show all the Courses the student has been in. Click the **Blue** hyperlink in the Year column for more details.

### Credit Summary (Side Tab)

Shows a total of the student’s credits and credits per grade

### Grade Point Summary (Side Tab)

Shows a total of the student’s credits by semester and term. Click the drop down to select the semester or term.

### Programs of Study (Side Tab)

Will show French Programs, Aboriginal Education, and Immersion

### Graduation Summary (Side Tab) – Allow 3 Weeks after a Semester has Ended for Accurate Marks

Will provide you a breakdown of the progress towards graduation. Completed Status will show if any courses are missing or complete

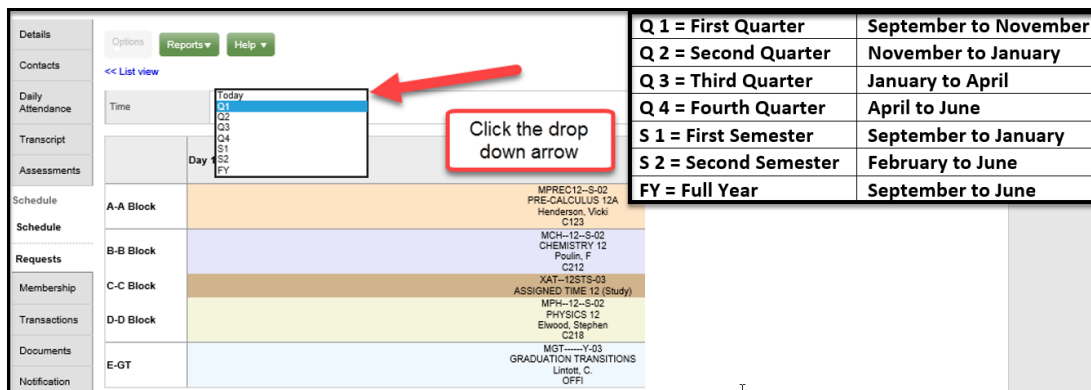
### Assessments (Side Tab)

Shows Provincial Exam information. Click the **blue** hyperlink to display more information

### Schedules (Side Tab)


Shows the students current schedule and upcoming schedule. Click the ‘Time’ drop down arrow to choose different schedules. You can change the view by clicking on the **blue** hyperlink ‘List View’ to see the ‘Matrix View’.

#### List View:



Q 1 = First Quarter	September to November
Q 2 = Second Quarter	November to January
Q 3 = Third Quarter	January to April
Q 4 = Fourth Quarter	April to June
S 1 = First Semester	September to January
S 2 = Second Semester	February to June
FY = Full Year	September to June

**Matrix View:**
[Matrix view >>](#)

0 of 8 selected 

<input type="checkbox"/>	Course	Description	GrdLvl	Term ▲	Clssrm	Teacher
<input type="checkbox"/>	YLE--1A--S-01	BA ENGLISH LANGUAGE DEVELOPMENT 11	11	S1	B102A	<b>Teachers name will appear for each class</b>
<input type="checkbox"/>	MSC--10--S-03	SCIENCE 10	10	S1	F117	
<input type="checkbox"/>	MVAG--10--S-01	VISUAL ARTS 10: GENERAL	10	S1	B107	
<input type="checkbox"/>	MPE--11--S-01	PHYSICAL EDUCATION 11	11	S1	Gym 1	
<input type="checkbox"/>	MEN--10--S-01	ENGLISH 10	10	S2	C205	
<input type="checkbox"/>	MSS--10--S-03	SOCIAL STUDIES 10	10	S2	PT02	
<input type="checkbox"/>	XAT--10DLS-03	ASSIGNED TIME 10 (DL Support)	10	S2	B114	
<input type="checkbox"/>	MFMP--10--S-05	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	10	S2	C125	

**Requests (Side Tab) – Will Appear after Online Course Selection**

Will display any courses the student has requested

**Membership (Side Tab)**

Displays past and present schools the student has attended

**Programs (Side Tab)**

Will show French Programs, Aboriginal Education, and Immersion

**Transactions (Side Tab)**

Displays any money transactions

**Documents (Side Tab)**

Displays forms

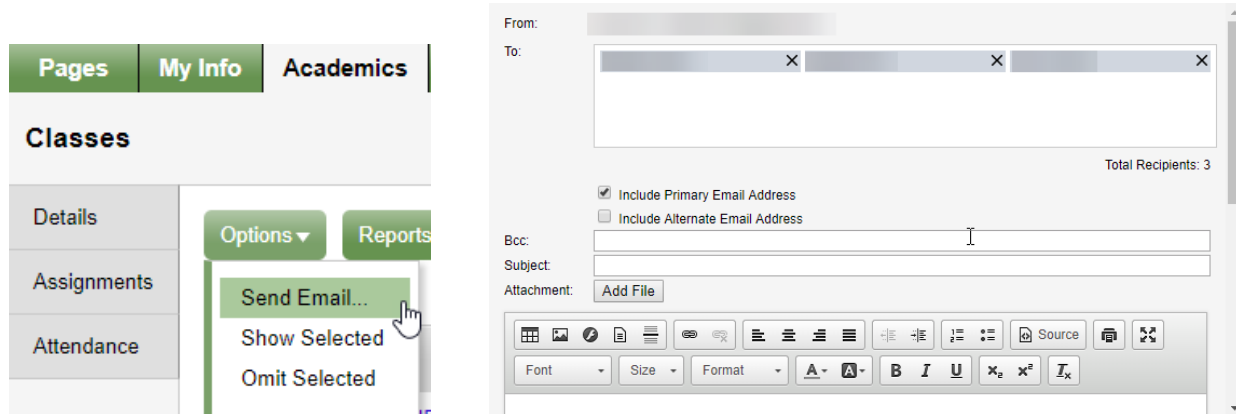
**Notification (Side Tab)**

Displays any Notifications sent out by the school or teacher

## Academics Top Tab – Items Visible Will Vary from Teacher to Teacher

### To Email with Teachers:

Click the Options icon and click Send Email. A window will appear with all of your current teachers. You are able to click the black X to delete teachers from the email. You can Add Files to the email for submitting assignments.



Click the Filter to see an overview of all your course(s). Semester 1, Semester 2, and Full Year. Click the Filter and Click all Records.

### Details (Side Tab)

Give you a breakdown of each course. Use the Radio button to move back and forth between courses.

### Attendance (Side Tab)

Click the [blue](#) hyperlink to view more information on Attendance

## Groups (Top Tab) – Items Visible Will Vary from Teacher to Teacher

### Details (Side Tab)

Displays groups the student is involved with

### Events (Side Tab)

Displays upcoming events

## More Resources

Click the Help Menu for the following options:

- Online Help
- Release Notes – Hover over black arrow for more options
- User Guides - Hover over black arrow for more options
- Quick Reference Cards - Hover over black arrow for more options
- Videos & Training Tools - Hover over black arrow for more options