NANAIMO LADYSMITH
PUBLIC SCHOOLS

Getting Started with Family Portal

MyEducationBC (MyEdBC) is a web based Portal for parents, students, and teachers to communicate student information.

NLPS is now implementing the family portal so parents, teachers, and administrators can work together to communicate more effectively and efficiently.

Is my child's information secure?

MyEdBC protects student information by following the rules and regulations of the School Act and Freedom of Information and Protection of Privacy Act (FIPPA). Users only have access to their own information.

You can only view, not edit your child's demographic data. If you find that it is outdated or incorrect, email:

Wellington
WE-FamilyPortalQuestions@sd68.bc.ca

NDSS
ND-FamilyPortalQuestions@sd68.bc.ca

Cedar Secondary
CS-FamilyPortalQuestions@sd68.bc.ca

Dover Bay
DV-FamilyPortalQuestions@sd68.bc.ca

John Barsby
JB-FamilyPortalQuestions@sd68.bc.ca

Ladysmith Secondary
LS-FamilyPortalQuestions@sd68.bc.ca

Island Connect Ed
IC-FamilyPortalQuestions@sd68.bc.ca

VAST
LA-FamilyPortalQuestions@sd68.bc.ca

International
IE-FamilyPortalQuestions@sd68.bc.ca

How do I access the system?

You will receive an email with your log in and password information. Please check your JUNK or SPAM folder for the email.

You can log on to MyEdBC's Family Portal from any computer that connects to the Internet.

1. Find the MyEdBC link at your school website
2. Enter your Login ID and Password.
3. The first time you log on, you will be prompted to change your password.

How do I change my password or email address?

Click your **NAME** in the upper-right corner of the screen, then click **Set Preferences**. Here you can set several of your user preferences. Email the school with your new email address.

Each parent/guardian can have their own account by providing the school with a unique email address. Contact your school to set up an account.

I lost my Login ID or password

If you forgot your Login ID or Password, email your school.

How do I navigate MyEDBC?

At the top of your screen, you will see 5 Top Tabs to choose: Pages, Family, Academics, Groups, and Calendar.

Click a tab to view information for each child in your family

Nanaimo-Ladysmith 2017-2018				
Pages	**Family**	**Academics**	**Groups**	**Calendar**

Students — **TOP TABS**

Details
Contacts
Daily Attendance
Transcript
Assessments
Schedule
Membership
Transactions
Documents
Notification

SIDE TABS

Options ▾   Reports ▾   Help ▾   Search on Name

- Online Help
- Release Notes ▶
- User Guides ▶
- Quick Reference Cards ▶
- Videos & Training Tools
- About MyEducation BC

Name   **DOB**   8/18/20

STUDENT NAME

After you click a Top Tab, Side Tabs appear on the left side of the page. Click the Side Tabs to view detailed information for your student(s).

Click a tab to view information for each child in your family.

What information can I access through MyEd BC?

Family	
	▸ Demographics, address, photo
	▸ Contact names and phone numbers
	▸ Daily attendance
	▸ Transcripts, credit summary, and graduation summary
	▸ Assessments, such as FSAs and Provincial Exams
	▸ Current class schedule
	▸ Membership/Enrollment history in district's schools and programs
	▸ Transactions and Documents (Work in progress)
	▸ Notifications will send you emails
	▸ Current schedule
	▸ Class attendance
Calendar	▸ Monthly calendar with events, if teachers have up loaded. You can customize the calendar by choosing the categories you want listed and color-code each child's activities to include:
	▸ Due date reminders for class assignments
	▸ Activity events
	▸ School calendar

What if I need more help?

MyEducation BC is easy to navigate. The data is secure and view-only. Feel free to explore. If you have a question about how to do something, go to the Help menu for the following options:

Online Help: Click on Using the Student and Family Portal. A table of contents, index, and search feature make it easy to find the information you need.

User Guides: Click to open, download, and print a PDF version of Using the Family Portal. Guides can also be found on the school website

Quick Reference Cards: Select a topic to view a quick reference card.

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

My Login: _____

Password: _____

Notes: _____

Still Need Help?

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