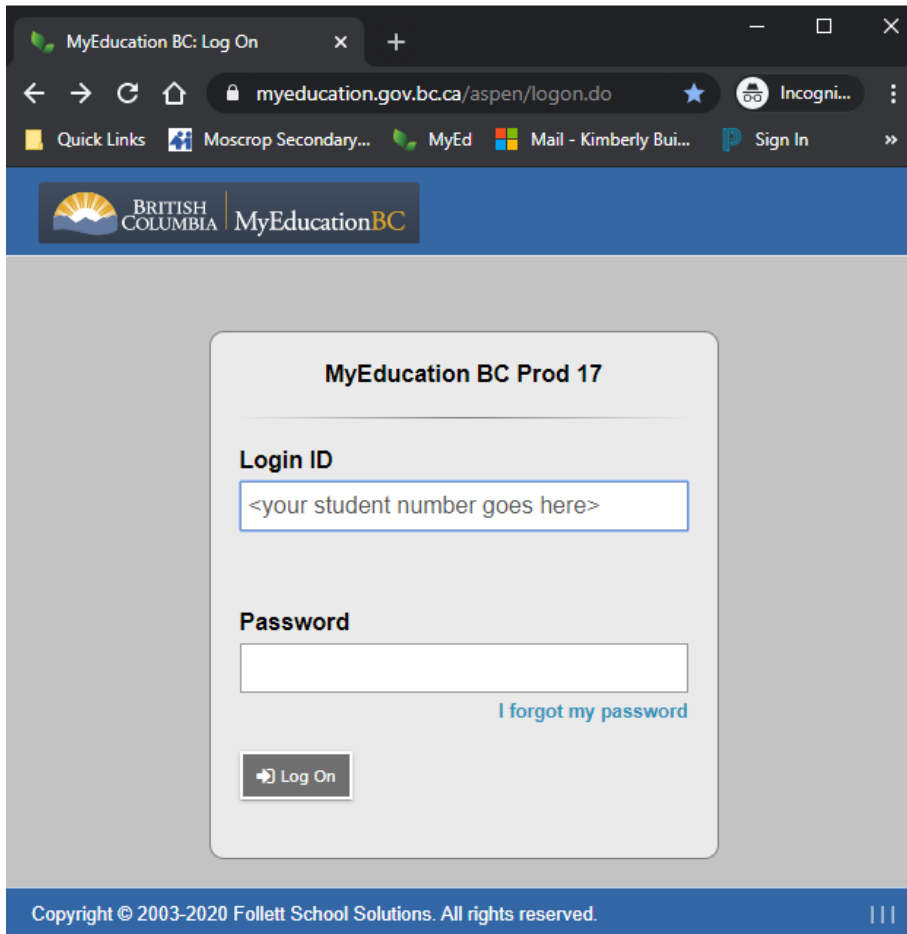


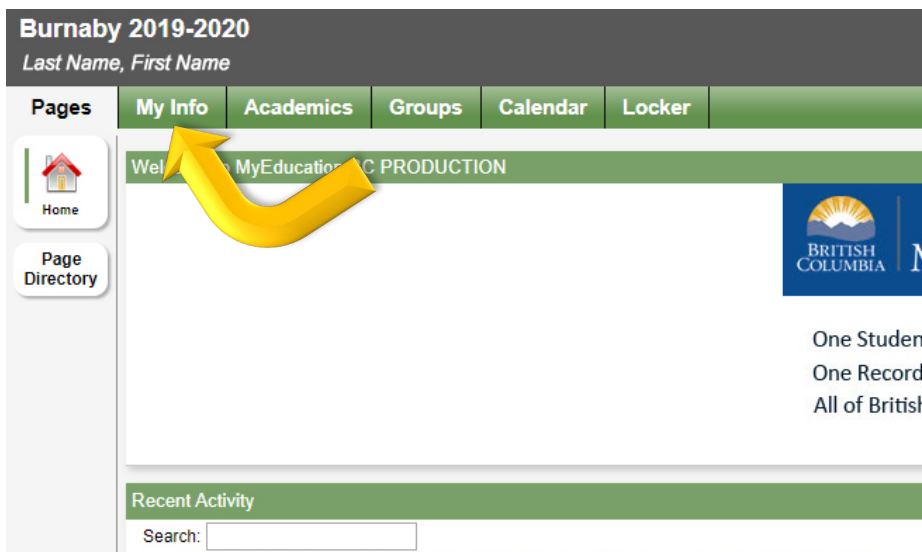
To Review Your Course Selections for Next School Year

1. Log into your MyEducation BC portal by visiting <https://myeducation.gov.bc.ca/aspn/logon.do> (If you do not remember your password, please enter your student number for your 'Login ID' and click on *I forgot my password*. See page 3 for more information on accessing your account.)



The screenshot shows a web browser window with the address bar displaying myeducation.gov.bc.ca/aspn/logon.do. The page title is "MyEducation BC: Log On". The main content area features a login form titled "MyEducation BC Prod 17". The form has two input fields: "Login ID" with a placeholder text "<your student number goes here>" and "Password". Below the password field is a blue link that says "I forgot my password". At the bottom of the form is a "Log On" button with a right-pointing arrow. The footer of the page contains the copyright notice: "Copyright © 2003-2020 Follett School Solutions. All rights reserved." and a hamburger menu icon.

2. After logging in, click on **My Info** at the top of the page.



The screenshot shows the user's dashboard after logging in. The header displays "Burnaby 2019-2020" and "Last Name, First Name". Below the header is a navigation bar with tabs for "Pages", "My Info", "Academics", "Groups", "Calendar", and "Locker". The "My Info" tab is highlighted with a yellow arrow. The main content area shows a welcome message "Welcome to MyEducation BC PRODUCTION" and the British Columbia logo. On the right side, there is a summary of the user's profile: "One Student", "One Record", and "All of British". At the bottom, there is a "Recent Activity" section with a search bar.

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3. Click on **Requests** on the left-hand side.

The screenshot shows the 'Burnaby 2019-2020' student portal. The top navigation bar includes 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The 'My Record' section is active, with a sidebar on the left containing 'My Details', 'Transcript', 'Current Schedule', 'Contacts', 'Attendance', 'Assessments', 'Notifications', and 'Requests'. The 'Requests' item is highlighted, and a tooltip appears over it with the text: 'Request info including current schedule and graduation progress'. The main content area shows a 'Demographics' form with fields for legal names, school information, and graduation details.

4. Your course selections for next year are now displayed.
 “N” under the ‘Alternate?’ column represents a Primary request. “Y” represents an Alternate request.

0 of 9 selected

Build Year

2020-2021 - Requests: 9 primary, 0 alternate - Scheduled: 53% - Credits: 32.0


<input type="checkbox"/>	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?
<input type="checkbox"/>	MCLE-10	CAREER LIFE EDUCATION	N
<input type="checkbox"/>	MCTWR10	CREATIVE WRITING 10	N
<input type="checkbox"/>	MDRM-10	DRAMA 10	N
<input type="checkbox"/>	MLTST10	LITERARY STUDIES 10	N
<input type="checkbox"/>	MPHED10	PHYSICAL AND HEALTH EDUCATION 10	N
<input type="checkbox"/>	MSC--10	SCIENCE 10	N
<input type="checkbox"/>	MSS--10	SOCIAL STUDIES 10	N
<input type="checkbox"/>	MVAD-10	DRAWING & PAINTING 10	N
<input type="checkbox"/>	MWPM-10	WORKPLACE MATHEMATICS 10	N

Welcome to the MyEducationBC Family Portal (for Parents/Guardians) or the Student Portal (for students). Having access to the Family Portal will allow you to see grades, attendance, report cards and other information about your child(ren). The Student Portal will give the same information to students.

Logging into MyEducation BC Portal for the First Time:

1. For the first login, use a computer (laptop, desktop) and not a mobile device (phone, tablet)
2. Make sure popups are enabled for your browser
3. Visit www.myeducation.gov.bc.ca/aspen/logon.do

(The site can also be accessed from our school website. Please bookmark it for your convenience)

4. Enter your username and password then click  . **IMPORTANT!** Both username and password are case-sensitive
5. When you log onto MyEducation BC for the first time, you will:
 - Receive a message saying that your password has expired
 - Create a new password with the following requirements:

Password Requirements:

- Minimum length is 8 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

IMPORTANT TIP!

Write down your password and keep it in a safe place.

If password was accepted, a confirmation message will appear.

- Be prompted to enter your email address (case sensitive)
This will allow you to use the "I forgot my password" feature in the future.
- Be required to setup a security question (case sensitive)
When choosing your security question, take the time to choose a question that you will be able to remember and that you will not forget, such as "What city were you born in?" or "What is your father's middle name?"

My username is: _____

My temporary password is: _____

I've reset my password to: _____

Forgot your password?

The system will automatically lock your account if you miss-type your password 5 times or miss-type the answer to your security question 3 times. Before you've reached your maximum attempts, click the [I forgot my password](#) link on the log-in screen. The program will ask you for your email address as well as the answer to your security question. If you answer it correctly, a new temporary password will be sent to your email account. Retrieve the temporary password from your email account and use it to log onto MyEducation BC. You will be asked to create a new password.

Need to change your password, email address, or security question?

1. After logging into MyEd, click on your name at the top right-hand corner of the screen and select "Set Preferences".
2. Click on the "Security" tab to access the fields you need to change.

IMPORTANT TIP!

For more information on how to navigate MyEducation BC:

<http://blogs.sd41.bc.ca/myedbc/parent-resources/>

Need to update your child's demographic information?

Please email Kimberly.Bui@burnabyschools.ca

Still having problems logging onto the Family or Student Portal?

Please call the school at 604-296-6895, ext 610 008 for assistance.