

MyEdBC Family Portal-Instructions to Access Report Cards

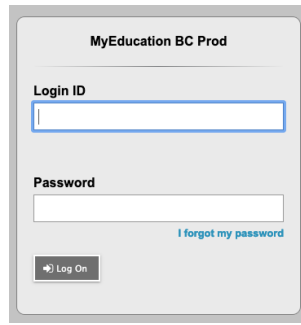
Please Note:


- **Section A: for first time users**
- **Section B: if you have used the MyEducationBC Family Portal before but you need a refresher**
- **Section C: how to view your child's report card once you have logged into the portal**

Section A: Logging in for First Time Users

1. Navigate to the following link. You will end up at the login screen shown below.

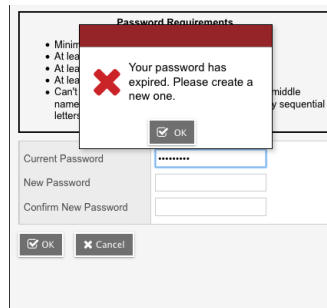
<https://www.myeducation.gov.bc.ca/aspen/logon.do>



- Enter your Login ID and Password--you would have received these in a confirmation email sent out last year
- Click 
- **If you do not know your Login ID and Password**, please email your school. Include your name, your child's name and grade and ask for your MyEdBC Login ID and a password reset

Please Note: Initial login to MyEdBC portal accounts should be done on a desktop computer, or laptop. Subsequent logins can all be done through either computers, or portable devices.


2. You should then arrive at this screen. Click OK

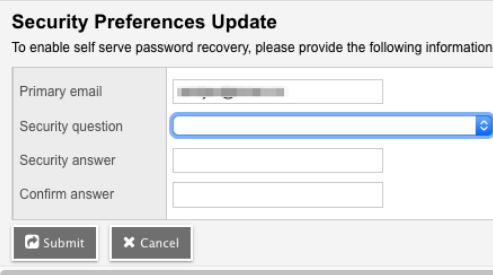


3. The criteria for a new password are given on the screen:
 - Minimum 8 characters
 - At least one number
 - At least one capital and one lower case letter
 - At least one 'special' symbol (\$,#,&)
 - Can't contain "password" or any personal id

Fill in the fields as required, **make sure you remember your new password**. Click OK

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- On your first login you will arrive at this screen, please fill it in and write this information down in a safe place as it will allow you to retrieve a new, system generated password if the need arises. When you complete this information, click 



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

Primary email:

Security question:

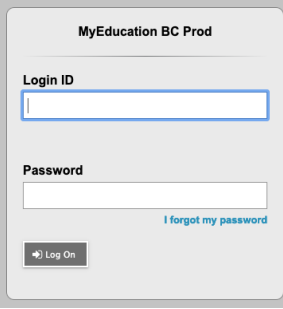
Security answer:

Confirm answer:

Section B: Logging in if You Have Used MyEducationBC Previously

- Navigate to the following link. You will end up at the login screen shown below.

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



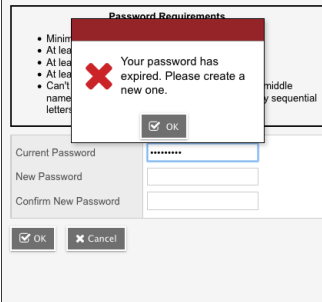
MyEducation BC Prod

Login ID:

Password:

[I forgot my password](#)

- Enter your Login ID and password
- Passwords must be updated every 90 days— if your password has expired, please follow the prompts on the screen to change your password



Password Requirements

- Minimum 8 characters
- At least one number
- At least one capital and one lower case letter
- At least one 'special' symbol (\$,#,&)
- Can't contain "password" or any personal id

✘ Your password has expired. Please create a new one.


Current Password:

New Password:

Confirm New Password:

- The criteria for a new password are given on the screen:
 - o Minimum 8 characters
 - o At least one number
 - o At least one capital and one lower case letter
 - o At least one 'special' symbol (\$,#,&)
 - o Can't contain "password" or any personal id

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- If you have forgotten your password, click on the blue link “[I forgot my password](#)”. A new password will be sent to your email
- Once you have sorted out your Login ID and password Click 
- If you do not remember your Login ID please email your school. Please include your name, your child’s name and grade and ask to for your MyEd Login ID. The school can also reset your password if necessary.

Section 3: Accessing Your Child’s Report Card

1. After successfully logging in, you will open up this screen:



2. On the right-hand side, middle of the screen you will see “Published Reports”. A pdf link to the Report Card will be listed under the filename. Click on the link—your child’s report card will open up in another window.
3. Please download and save a copy of the report card or print for your records.
4. Having trouble? Contact your child’s school.