

**STEP 1** : Must do this step if you are using a mobile device.  
 If you are using a desktop, skip this step.

VSB

## Switching to Desktop View from a Mobile Device

iOS	
<ol style="list-style-type: none"> <li>1. Enter and load the URL for the MyEducation BC website.</li> <li>2. Once the site loads, tap and hold on the <b>refresh symbol</b> located at the rightmost side of the URL box.</li> </ol>	
<ol style="list-style-type: none"> <li>3. A menu will pop up with an option to "Request Desktop Site". Tap on this option to select it.</li> </ol>	
Android	
<ol style="list-style-type: none"> <li>1. Enter and load the URL for the MyEducation BC website.</li> <li>2. Once the site loads, tap on the <b>three-dot menu symbol</b> located at the rightmost side of the URL box.</li> </ol>	
<ol style="list-style-type: none"> <li>3. A menu will drop down with an option to "Request Desktop Site". Tap on the checkbox to select this option.</li> </ol>	

**STEP 2:** DO NOT PROCEED TO STEP 2 IF YOU ARE USING A MOBILE DEVICE AND YOU HAVE NOT DONE STEP ONE!



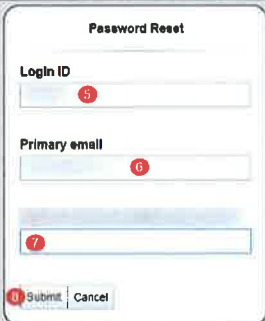
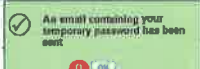

**VSB**

# First Time Logging In

For consistency of experience please use "Desktop View" from a mobile device for the first time logging in. See QRG Switching to Desktop View from a Mobile Device		
1. Enter the URL for the MyEducation BC website		
2. Enter your Login ID • This will be your student number e.g. 12345 3. Enter your password • This will be provided by your school Hill\$2016 4. Click on the Log On button		
5. Click on the OK button		
6. Enter your Current Password Hill\$2016 7. Enter a memorable New Password following the 'Password Requirements' 8. Re-enter your New Password 9. Click on the OK button		→ must contain a capital, a symbol, a number and must be minimum 8 characters.
10. Verify the VSB email address → 11. Click on the Security question drop-down menu 12. Click on a security question		change to your preferred email. ←
13. Enter a memorable Security answer (case-sensitive, minimum 4 characters) 14. Re-enter the Security answer 15. Click on the Submit button		
16. You will now be taken to the home screen of MyEd BC 17. Subsequent log ins will take you directly here		



# Resetting a Password or Enabling a Disabled Account

<p>1. Click on the "I forgot my password" hyperlink</p>	
<p>2. Enter your MyEd BC Login ID ⇒ <i>student # e.g. 12345</i> 3. Enter your Primary email for MyEd BC 4. Click on the Continue button</p>	
<p>5. Confirm your Login ID 6. Confirm your Primary email 7. Enter the answer to your security question 8. Click on the Submit button</p>	
<p>9. Click the OK button in the confirmation dialog box</p>	
<p>10. An email sent from sysadmin@myeducation.gov.bc.ca will be sent to your MyEd BC Primary email address 11. Use the temporary password provided to log in to the portal.</p>	



# Student Family Portal Tour

Some of the features are only functional when a teacher uses MyEd BC as a tool for their course.  
Note that teachers may be using alternative methods to communicate student learning.

The screenshot shows the MyEducationBC interface for a Vancouver course. The top navigation bar includes 'Pages', 'My Info', 'Academics', and 'Calendar'. A 'Log Off' link is in the top right. A 'Pages' dropdown menu is open, showing 'Home' and 'Page Directory'. Callouts point to 'Click on the Pages Top Tab' and 'Click for Preference Settings View, Security, Communication'. Below the navigation, there are 'Announcements from Service Provider' and a 'Weekly Maintenance Windows - Outages may be required' notice. The 'Recent Activity' section shows a search box and filters for 'Attendance' and 'Grades'. A callout points to 'Recent Activity for student Attendance and Grade information'. The 'Published Reports' section shows a table with columns for 'Filename', 'DateUploaded', 'Creator', and 'Description', with a callout pointing to 'Published Reports (e.g. Report Cards)'. The 'To Do' section has filters for 'Overdue Online Assignments', 'Today', and 'Tomorrow', with a callout pointing to 'To Do agenda for course assignments'. Below this, there are sections for 'Overdue Online Assignments', 'Today', and 'Tomorrow', each with a table header and a 'No assignments scheduled' message. A callout points to 'Group Resources made available by the Service Provider' at the bottom.

Vancouver Log Off

Pages **My Info**

**Click on the My Info Top Tab**

**My Record**

My Details Reports Help

Current Schedule Cancel Default Template

Contacts **Demographics** Photo

Attendance Legal first name School > Name

Requests Legal middle name

Legal last name

Suffix

Pupil #

Personal Education Number License Plate #

**Click on these side tabs to see:**

- Demographic, Address, and Photo information on record
- Student schedule
- Contact information on record
- Daily attendance summary

Vancouver Log Off

Pages **My Info** **Academics**

**Click on the Academics Top Tab**

**Classes**

Details Options Reports Help  Print 8x2

Assignments selected Current Year Current Term

Attendance

Description	Description	Course	Term	Teacher	Class
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

**Click on these side tabs to see:**

- Course details
- Course specific assignment details
- Course specific attendance records

Vancouver Log Off

Pages **My Info** **Academics** **Calendar**

**Click on the Calendar Top Tab**

Options Reports Help My Resources

Day **Week** **Month**

Previous Next This Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28			1	2	3

**Click on the sub top tabs to see:**

- Course specific assignment dates (assigned and due)