


Logging In

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

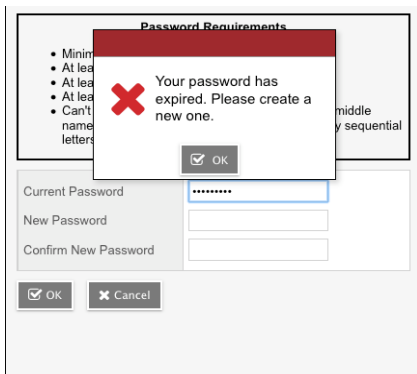
1. Navigate to the following link. You should end up at the login screen shown below.

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



- Enter your login ID and Password which you will have received with your confirmation email.
- Click 

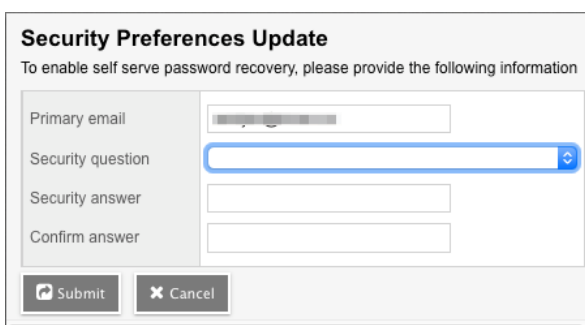
2. You should then arrive at this screen. Click OK.



3. The following 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 know your new password*. We suggest writing it and storing it. Click OK.

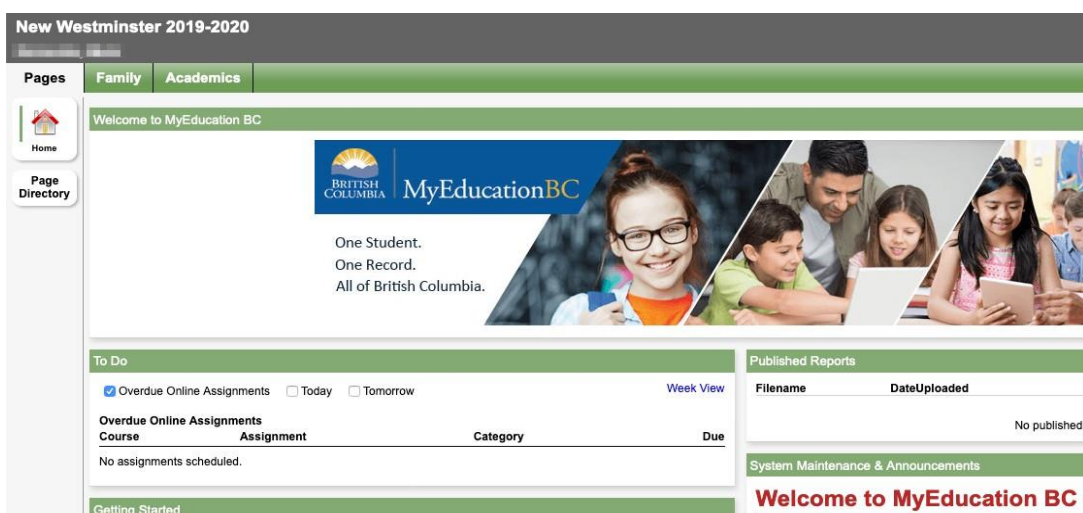
4. On your first login you will arrive at this screen, please fill it in.



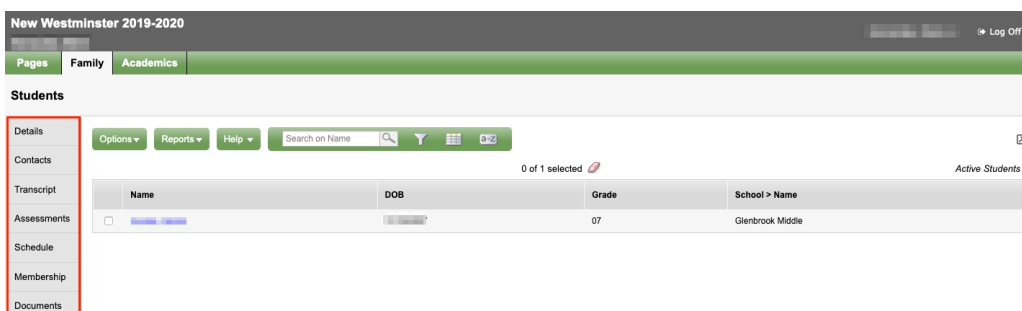
Please note this information down as it will allow you to retrieve a new, system generated password if the need arises.

Click 

5. You will land on a screen that looks like this.

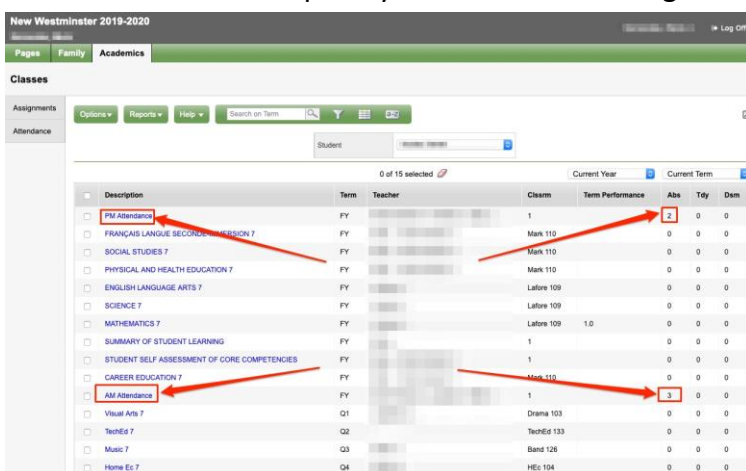


6. Clicking on the **Family** top tab you'll end up on a screen with these choices on the left side.



- The **Details** screen, shows your student's demographic information, please insure that it's correct.
- The **Contacts** side tab should have the correct demographic information for your family and emergency contacts. Please contact the school immediately regarding any errors.
- The **Transcript** side tab will allow you to monitor your child's learning progress in each course, and as they progress through their K-12 education.
- The **Assessments** side tab will show results of any standardized assessments your child may have taken (e.g. FSA results)
- The **Schedule** side tab allows you to check which courses your child has been scheduled into. This is particularly useful in high school before the start of the school year.
- The **Membership** side tab shows information about student enrollment and student programs.
- The **Documents** side tab is where the teacher, or the school, can store any scanned documentation pertaining to your child's education.

7. Under the **Academics** top tab you'll see the following.



- This is a list of all classes that a student is *currently* enrolled in.
- Due to the way attendance is tracked in our district, attendance data is also found on this screen.
- Clicking into any course, the **Assignments** side tab allows you to see information about student achievement on any given assignment.

Please take the time to log in and browse our new student information system. It is going to be a powerful tool to communicate student learning as we continue to strive for excellence in SD40.