

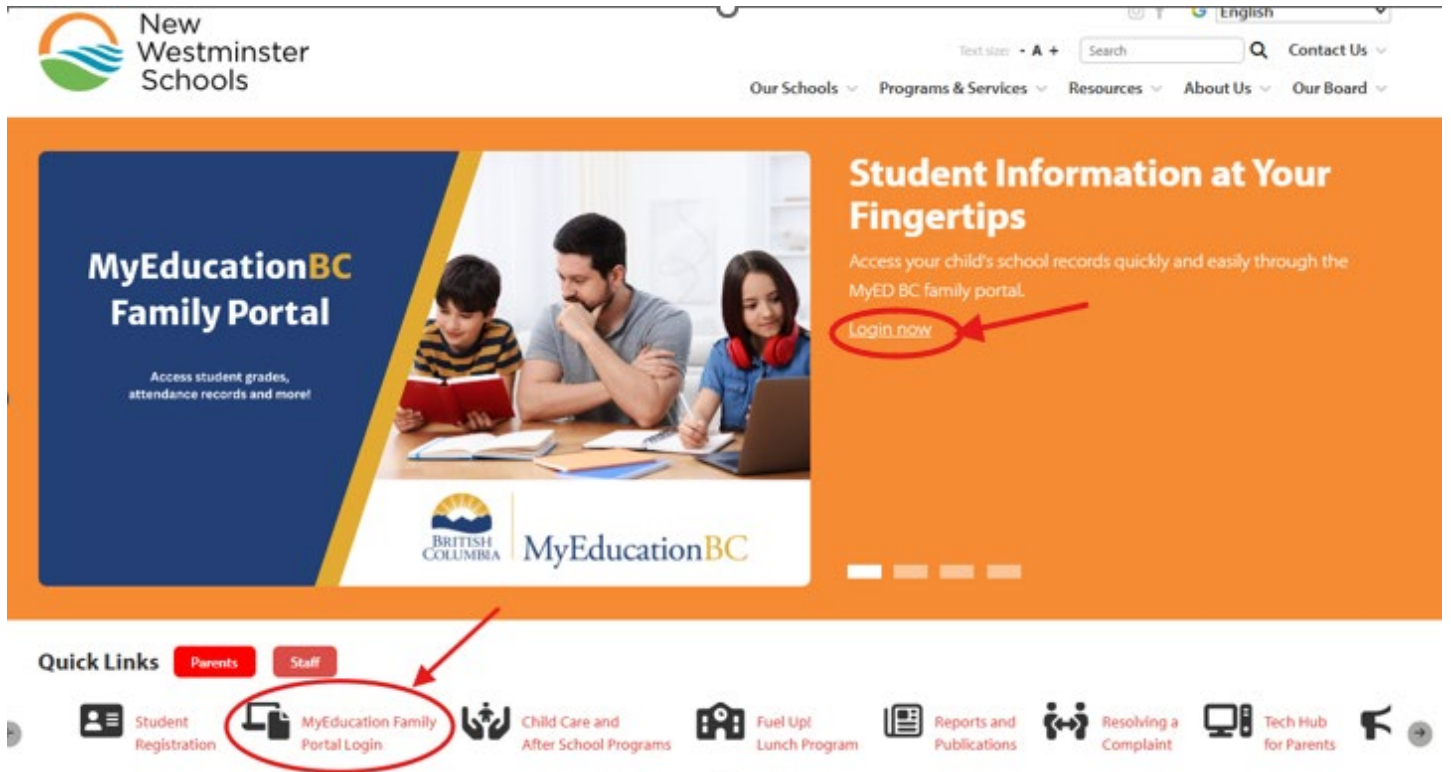
Logging In

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.

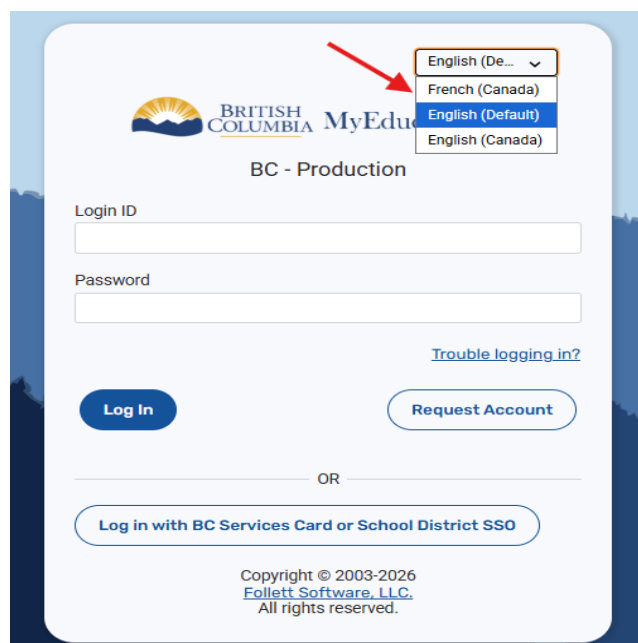
1. Access the MyEducation BC login screen by doing one of the two following options:

IMPORTANT: do not access the MyEducation BC Portal by searching a web browser (e.g. Google).

- Entering the following URL into your web browser: <https://myeducation.gov.bc.ca/aspn-login/?deploymentId=aspen>; or
- Clicking onto the MyEducation BC Portal Login link on the District Website.



2. You will be taken to the MyEducation BC Portal login screen. The default language is set to English. You can change your preferred language as shown in the screenshot below.



3. Enter your Login ID and Password. If this is your first time logging into MyEd BC, you will have received your Login ID and Password with your confirmation email.

4. Click



Multi-factor Authentication

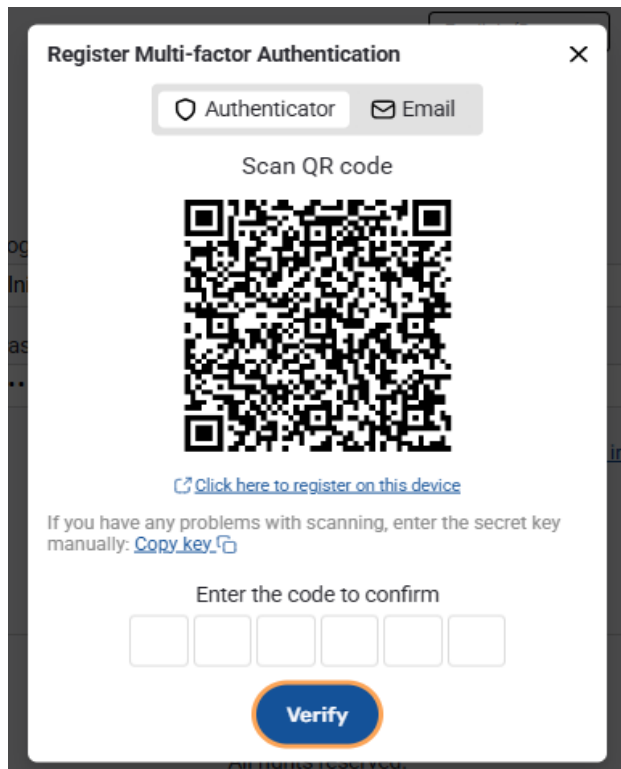
New Westminster Schools uses multi-factor authentication to add a layer of security to MyEducation BC. If your mobile device doesn't already have an authenticator app, there are many available to download, including Microsoft Authenticator.

The first time users log in with multi-factor authentication, they have a choice:

- Verify using an authenticator app on their mobile device, or
- Receive a code via email.

To Register multi-factor authentication method:

After logging in with your Login ID and Password, the Register Multi-factor Authentication pop-up appears:



The image shows a 'Register Multi-factor Authentication' pop-up window. At the top, there are two tabs: 'Authenticator' (selected) and 'Email'. Below the tabs, the text 'Scan QR code' is displayed above a large QR code. Under the QR code, there is a link: 'Click here to register on this device'. Below this link, it says 'If you have any problems with scanning, enter the secret key manually: Copy key'. At the bottom, there is a section 'Enter the code to confirm' with six empty input boxes. A blue 'Verify' button is at the very bottom.

1. Select how you want to use multi-factor authentication from the following four options. The selection will be the default sign-in method:

a) Option 1 - Scan a QR code (using a laptop or desktop):

- Open an authenticator app on your mobile device and use it to scan the QR code that appears in the Register Multi-factor Authentication pop-up on your desktop or laptop.
- A new entry appears in your authentication app, labeled Follett Software, LLC (*your username*).
- Enter the six-digit code to confirm.

b) Option 2 - Receive a code via email:

- In the Register Multi-factor Authentication pop-up, click or tap the **Email** sub-tab.
- Find a new email from MyEducation BC Support (emailed to the email address associated with your MyEducation BC account) with the subject "Verification code".
- Copy the confirmationcode and paste it into the Register Multi-factor Authentication pop-up in MyEducation BC.

c) Option 3 - Register your mobile device:

- Using your mobile device, tap the "Click here to register on this device" link on the Register Multi-factor Authentication pop-up to open your default authenticator app. The authenticator should automatically add an entry.
- Enter the six-digit code into the Register Multi-factor Authentication pop-up.

d) **Option 4 - Copy a key (using a mobile device):**

- Using your mobile device, tap the “Copy key” link on the Register Multi-factor Authentication pop-up.
- Start a new email message, and paste the key you copied into it.
- Open your default authenticator app, click + and use the manual entry method in your authenticator app to paste the key again. A six-digit code appears.
- In the Register Multi-factor Authentication pop-up, paste or enter the six-digit code.

- 2. Click “Verify”.
- 3. You should then arrive at this screen.

Your password has expired, please create new one

Current Password

New Password

Requirements

Confirm New Password

OK

Cancel

- 4. The following criteria for a new password show as follows if you click the “Requirements” link:
 - 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.

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

Security Preferences Update

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

Primary email

Security question

Security answer

Confirm answer

Submit

Cancel

Please record this information somewhere safe as it will allow you to retrieve a new, system generated password if the need arises. Click

Submit

Subsequent Log ins Using Multi-factor Authentication

- 1. On the login page, enter your username and password. The Verify Multi-factor Authentication pop-up will appear.
- 2. On the Verify Multi-factor Authentication pop-up, type the six digit confirmation code from your authenticator app or the email received from MyEducation BC into the “Enter the code to verify” boxes

Using an Authenticator app:

Verify Multi-factor Authentication

Authenticator

Email

Get the code from the Authenticator

Enter the code to verify

Verify

Using an Authenticator app:

Verify Multi-factor Authentication

Authenticator

Email

We sent you code via email

Resend code

00:56

Enter the code to verify

Verify

Trouble Logging in - Password Reset and Retrieve Login ID

- 1. Users can reset their expired passwords or retrieve their existing User IDs, from the login screen by using the “Trouble logging in?” option on the login screen.

English (De...)

BRITISH COLUMBIA

MyEducationBC

BC - Production

Login ID

Password

Trouble logging in?

Log In

Request Account

OR

Log in with BC Services Card or School District SSO

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Retrieve Login ID

1. In the pop-up, click “Retrieve your Login ID”. The following pop-up appears. Fill in your email address and click “Recover Login ID”. Follow the instructions to retrieve your Login ID sent to your email.

English (De... ▼)


BC

Provide an email address

Recover Login ID

Return to Login Page

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Recover Password

1. In the pop-up, click “Recover Password”. The following pop-up appears. Fill in your Login ID and click “Recover Password”. Follow the instructions to recover your password sent to your email.

English (De... ▼)


BC

Provide your Login ID

Recover Password

Return to Login Page

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You will be taken to this screen to reset your password.

Your password has expired, please create new one

Current Password

New Password

Requirements

Confirm New Password

OK

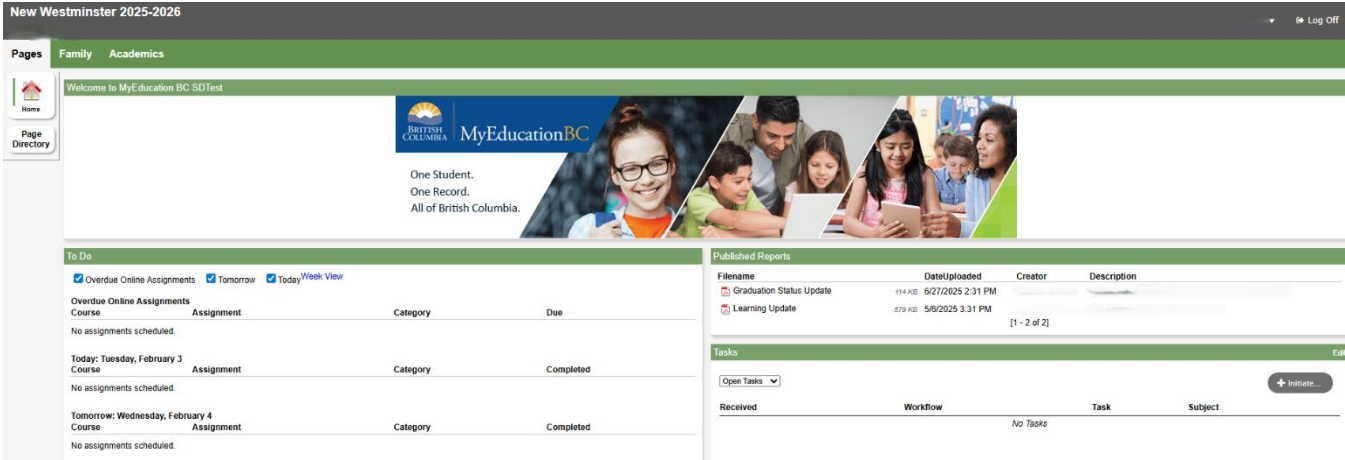
Cancel

2. The following criteria for a new password show as follows if you click the “Requirements” link:
- 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.

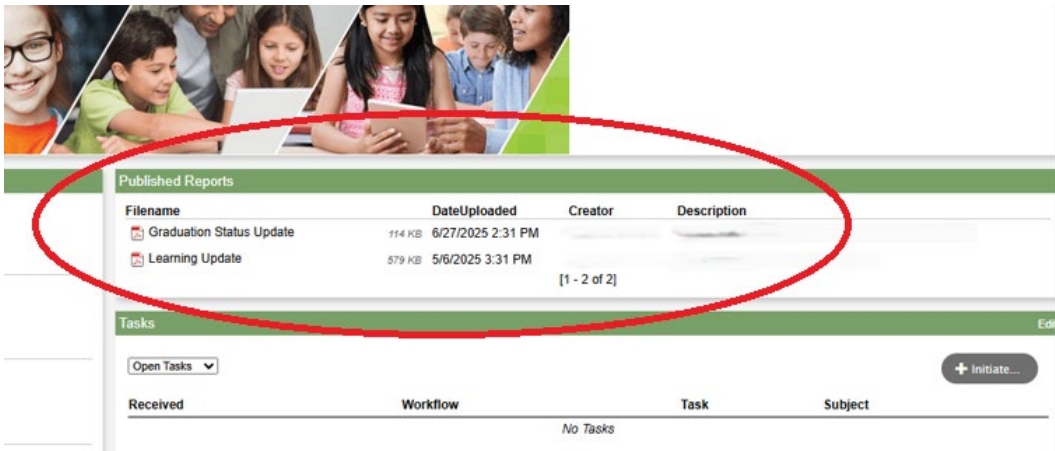
Navigating MyEducation BC

When you login to MyEducation BC, you will land on a screen that looks like this.



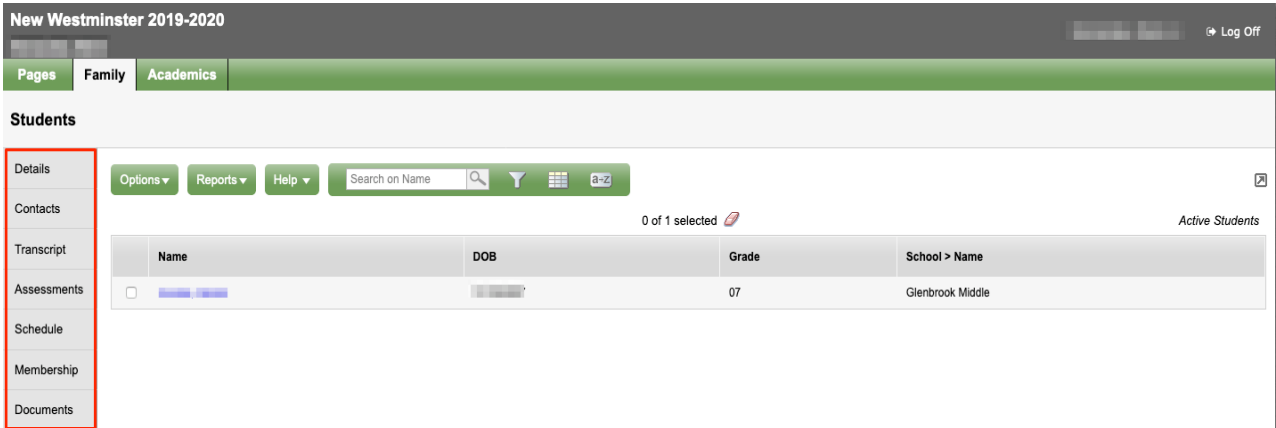
Locating Published Reports

- New Westminister Schools publishes several reports to the MyEducation BC Portal, including Report Cards (Learning Updates) and Graduation Status Updates. They are located on the Pages Screen under the Published Reports Heading



Family Top Tab

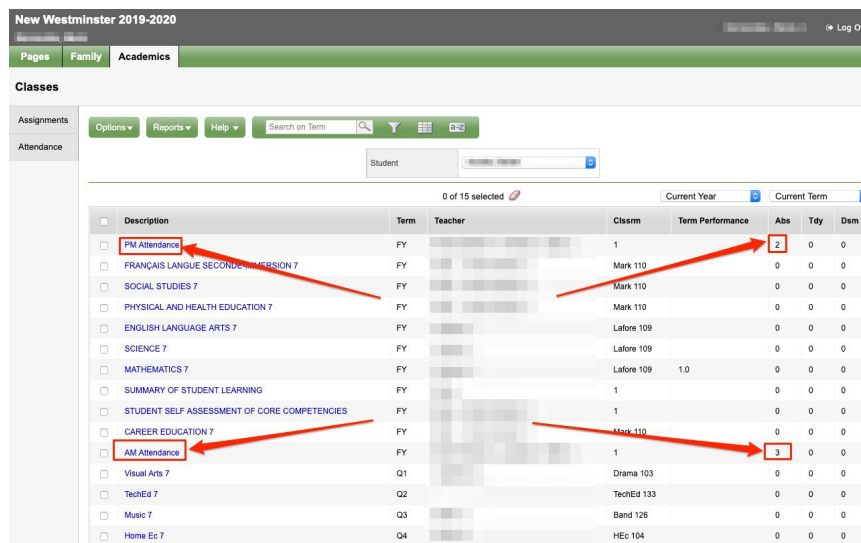
- Clicking on the **Family** top tab you’ll end up on a screen with these choices on the leftside. All of your students should also be listed here. Click onto each student separately to view the information behind each choice on the left side.



- 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. This is where you will find the Annual Instruction Plan for English Language Learners and any Inclusive Ed Individual Education Plans.

Academic Top Tab

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



Description	Term	Teacher	Classm	Term Performance	Abs	Tdy	Dsm
☐ PM Attendance	FY		1		2	0	0
☐ FRANÇAIS LANGUE SECONDE - VERSION 7	FY		Mark 110		0	0	0
☐ SOCIAL STUDIES 7	FY		Mark 110		0	0	0
☐ PHYSICAL AND HEALTH EDUCATION 7	FY		Mark 110		0	0	0
☐ ENGLISH LANGUAGE ARTS 7	FY		Lafore 109		0	0	0
☐ SCIENCE 7	FY		Lafore 109		0	0	0
☐ MATHEMATICS 7	FY		Lafore 109	1.0	0	0	0
☐ SUMMARY OF STUDENT LEARNING	FY		1		0	0	0
☐ STUDENT SELF ASSESSMENT OF CORE COMPETENCIES	FY		1		0	0	0
☐ CAREER EDUCATION 7	FY		Mark 110		0	0	0
☐ AM Attendance	FY		1		3	0	0
☐ Visual Arts 7	Q1		Drama 103		0	0	0
☐ TechEd 7	Q2		TechEd 133		0	0	0
☐ Music 7	Q3		Band 126		0	0	0
☐ Home Ec 7	Q4		HEC 104		0	0	0

- 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 student information system. It is a powerful tool used to communicate student learning as we continue to strive for excellence in New Westminister Schools.