

Dear parent,

We have replaced our call-home system for reporting student absences. The new, MyEd system, is a web-based portal in which parents/guardians can access their students attendance and course grades. Our intent is to enable you to login on a regular basis to monitor your child's attendance as well as, in the future, their report cards and transcripts.

To access the MyEducation BC System:

1. Visit www.myeducation.gov.bc.ca/aspen
2. Make sure popups are enabled for your browser

You have been sent an email, (it is not spam), containing your user name and password. Both user name and password are case sensitive. The login information describes the process for creating your account. Please follow the directions in the email. **Please check your junk mail in case it has gone there.**

Your initial login must be done from a laptop or a PC. Initial login will not work if you use a phone or tablet. After login the first time, it seems that any device can be used but you may need to click on "view full site" in order to see your pages.

Passwords are temporary and will have to be reset immediately upon your first login. Passwords must contain a minimum of 8 characters, **including an upper case letter, a lower case letter, a number and a symbol. Passwords can not contain any part of a name.**

After changing your password, you will have to create a security retrieval question and answer. There is a drop-down arrow to choose a question and a space for your answer.

After this is done you should be redirected automatically to your child's education information.

In this portal, there are several "top tabs (TT)" that you can look at:

"Family" is the main one to look at. Click on the "Family" top tab, then look at the "side tabs". There are two key ones to look at, "Daily Attendance" and "Transcripts".

Daily Attendance – Details -will show you days in which your student is absent. "A" is absent – not excused, "A-E" means absent but excused. If you click on a specific absence you should be able to see the percentage of the day that has been missed.

You cannot report an absence on the portal. You still need to phone, email or send a note with your child to report/excuse an absence.

Transcripts – will show marks for all courses taken. **Credit Summary** – grades 10-12 (need 80 credits to graduate)

Schedule: List View – Shows your student's schedule for the year

Matrix View – Shows their schedule for the current day

Academics (top tab)

Options – Send Email - you can send emails to teachers. "X" off the people that you DO NOT want the email to go to.

Calendar (Top tab) – Day/week/month will show some assignments, quizzes etc. if the teacher has entered them

Report Cards

Report cards are now being published to your Parent Portal. To view a report card, make sure you are on the first page of the portal (top left corner, click on PAGES). Then look over to the top right corner where you will see PUBLISHED REPORTS. Click on the report, it will download and you can then open it.