



# Software Application Support: Parent Portal

Sooke School District



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In the Family Portal parents/guardians with an account can View/Save/Print their student(s) Report Cards.

Both a video and written instructions along with Tips is available on the Westshore Learning Centre's website ([www.westshorecentre.com](http://www.westshorecentre.com)). This information will be sent to you in a separate email in advance of you receiving your login and password. Please watch the video and watch the instructions so you will know what to do once your account has been issued.

Accounts will be created for parent/guardians that have provided an email address to the school. A username (same as a student number) and a temporary password will be emailed to that address. Here is a sample of the email you will receive:

[sysadmin@myeducation.gov.bc.ca](mailto:sysadmin@myeducation.gov.bc.ca) is from the MyEducation system - do not delete this email when it arrives. Also is don't receive check your Trash/Junk folders in case it was redirected.

From: [sysadmin@myeducation.gov.bc.ca](mailto:sysadmin@myeducation.gov.bc.ca) [<mailto:sysadmin@myeducation.gov.bc.ca>]

Sent: Friday, January 08, 2016 9:43 AM

To: Mickey Mouse <[mmouse@gmail.com](mailto:mmouse@gmail.com)>

Subject: Welcome to the Sooke School District Parent Portal

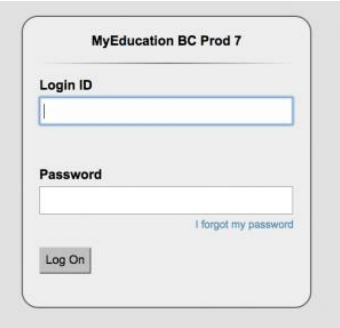
Welcome to the Sooke School District MyEducation BC PARENT PORTAL which will allow access to see grades, attendance and other information on your child(ren). Each parent or guardian will have their own separate account.

To Access the MyEducation BC System

1. Visit [www.myeducation.gov.bc.ca/aspen](http://www.myeducation.gov.bc.ca/aspen)
2. Make sure popups are enabled for your browser
3. Your user name will be: [Student Number](#)
4. Your temporary password will be: MENU408scan  
NOTE: Both user name and password are case sensitive

5. Enter your user name and password then click Log On to access the system. You will be prompted to change your password, and fill out some information so that in the future you can click "I forgot my password" to receive a new password.

Once inside the MyEducation BC system you can navigate around to view information for your student(s).  
\*\*\* Please do not reply to this generated email.



Pop Ups should be enabled for some features of the site to work properly.

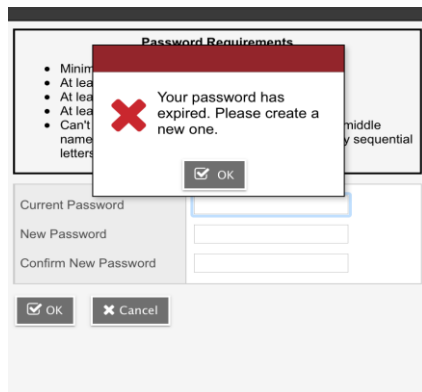
On the first login you will be prompted to change your password and set a security question. It is important to

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remember your security question as it will allow you to change your password if you forget. Write it down and put it somewhere safe.

The Login ID will be the Student Number they were provided by the school. An email will be sent with a temporary password when accounts are created.

This usually occurs very shortly after the account creation. If you login and do not see the report card it is because after the account creation the school must then post the report card and there may be a delay with that. Please be patient and wait perhaps an hour and try again.



You will be prompted to change your password. Password rules are behind the red warning message. Click OK to clear the warning and view the rules.

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### Security Preferences Update

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

Primary email	<input type="text" value="badraloyut@gmail.com"/>
Security question	<input type="text"/>
Security answer	<input type="text"/>
Confirm answer	<input type="text"/>

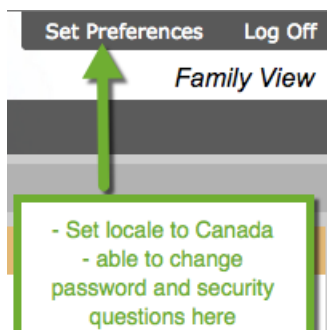
Your same email should be listed as you used to login, do not change this. Pick a security question and answer that you will remember. Save that along with your password.

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## Preferences

After you've dealt with the password/security question click on the Set Preferences link when you click the down arrow beside name. Set the Locale to Canada to get the date format in Day/Month/Year.

In the security tab of the preferences pop up you can change your password and your security question at any time you wish.



## Navigation

You land on the Pages top tab every time you log in. There will be notices about upcoming system outages and other information related to the system.

No information will be posted in any of the fields shown except Published Reports (shown on the right side) at his time. However this is where you will find the Report Card for your student(s).

Click on the Report Card and you will be provided with the options of Open or Save ability. Depending on your computer's settings you may see the ability to print via a PDF appear, you may only be able to save – this piece is totally dependent on your computer.

File Edit View Favorites Tools Help

BRITISH COLUMBIA MyEducationBC North Vancouver 2016-2017 Set Preferences Log Off

Clink, Lauwd Family View

Pages Family

Home Page Directory

Tab 1 Tab 2 Tab 3 Tab 4

Announcements

Welcome to MyEducation BC

**Usual Names changes in SDTest - postponed!**  
 The implementation of the Usual Names change, that was scheduled for Wednesday, October 5, has been postponed until Sunday, October 9, during the regular maintenance window. Further information on District Verification of this change will be provided on the Level 1 conference call on Tuesday, October 11, after the results of the changes in the SDTest environment have been tested and confirmed.

**Weekly Maintenance Windows - Outages may be required**  
 Every **Wednesday** from **6:00 to 11:00 pm** and every **Sunday** from **6:00 to 11:00 am**. If outages are required, the Production environment will be unavailable during these windows.

Recent Activity Last 30 days

Search:

▼ Clink, Shynay (0)  
 • No activity in the specified date range

Published Reports

Filename	DateUploaded	Creator	Description
Report Cards - Middle Years and Secondary 16 KB	09/10/2016 11:05 AM	Purnell, Wendy	Report card for Clink, Shynay [1 - 1 of 1]

To Do

Overdue Online Assignments  Today [Week View](#)  
 Tomorrow

Overdue Online Assignments

Course	Assignment	Category	Due
No assignments scheduled.			

Parent accounts will be disabled at the end of the school year (end of July) and enabled again after school startup and before the first reporting period.