



**INGLEWOOD SECONDARY SCHOOL**  
1735 Inglewood Avenue  
West Vancouver, BC V7V 1Y8  
(604) 981-1062

### **Inglewood Family Portal Information**

On Thursday, October 24<sup>th</sup> your child's Interim Report will be published to the MyEducation BC Family Portal. In future reporting periods, the Portal will be used to access report cards. The information below will assist you in viewing your child's report card(s) once it is published.

**Families Returning to Inglewood Students:** Please log on to your account and update your password as required. If you have forgotten your USER ID please check your email inbox for an email from an account such as [sysop@myeducation.gov.bc.ca](mailto:sysop@myeducation.gov.bc.ca) or [admin@myeducation.gov.bc.ca](mailto:admin@myeducation.gov.bc.ca) to find your USER ID. If you have forgotten your password click the 'I forgot my password' function for self-help to reset your password.

**Families New to Inglewood Students:** You will receive an email from a sysop or systemadmin account such as [sysop@myeducation.gov.bc.ca](mailto:sysop@myeducation.gov.bc.ca), with a district generated MyEdBC Parent Portal Username and Login. You may need to check your SPAM folder for this email.

### **Accessing the MyEducation Family Portal**

- Login in site: <https://www.myeducation.gov.bc.ca/aspen/logon.do>
- You CANNOT copy and paste the ID or Password
- You must use a desktop or laptop when logging in for the first time (Initializing your account).
- Change your temporary password to a personalized one.
  - Minimum 8 characters, maximum 14.
  - At least 1 lower case and 1 uppercase
  - At least 1 number and one symbol \$, # or \_
  - \*\*\*Can't contain the word 'password', login name, first name, middle name, last name, date of birth, personal ID, or only sequential letters or numbers\*\*\*
  - Please write down your password and recovery question/answer for your records.  
*You will have to reset your password every 90 days.*
- Set security preferences to allow you to change passwords and access your account if you forget your password.

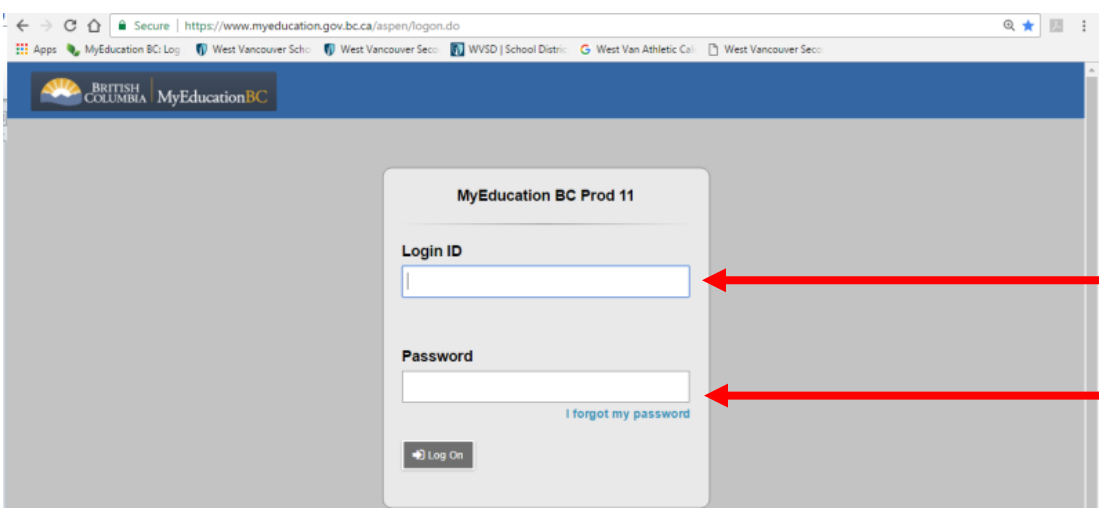
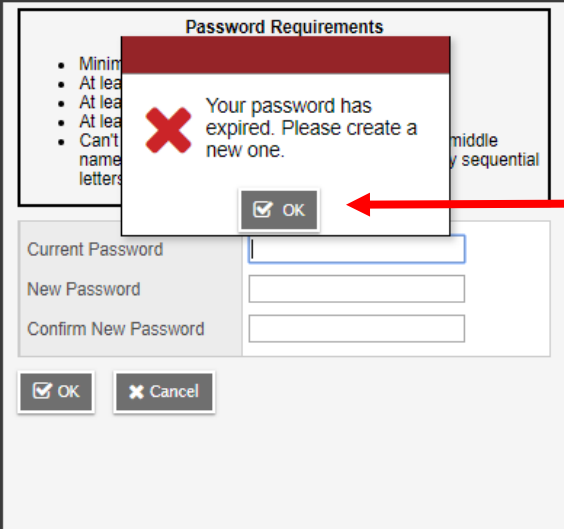
When report cards are published to the Portal, they will be accessible in the Published Reports field as PDF's which can be viewed, printed or saved. We recommend saving a copy of the PDF for future reference.

***If you are having any problems with your login, please contact Head Teacher Stefan Huskison at [shuskilson@wvschools.ca](mailto:shuskilson@wvschools.ca)***



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## Step by Step Visual Instructions

	<p><b><u>Login</u></b></p> <p>User ID – Enter Here</p> <p>Temporary Password – Enter Here, <b>DO NOT CUT AND PASTE</b></p>
	<p><b><u>Click OK</u></b></p> <p>Click Okay</p>



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The screenshot shows a web browser window with the URL <https://www.myeducation.gov.bc.ca/asp/en/login.do>. The page title is "MyEducation BC". A modal window titled "Password Requirements" is displayed, listing the following rules:

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Below the requirements are three input fields: "Current Password", "New Password", and "Confirm New Password". At the bottom of the modal are "OK" and "Cancel" buttons.

### Change Temporary Password

Minimum 8 characters, maximum 14.

At least 1 lower case and 1 uppercase

At least 1 number and one symbol \$, # or \_

Example: **Abc\$1234**

Please write down your password and recovery question/answer for your records.

The screenshot shows the "Security Preferences Update" dialog box. It contains the following fields and options:

- Primary email:
- Security question: A dropdown menu with the following options:
  - What city did your father grow up in?
  - What city did your mother grow up in?
  - What city were you born in?
  - What is your father's middle name?
  - What is your favourite vacation spot?
  - What is your mother's maiden name?
  - What is your favourite actor, musician, or artist?
  - Who is your favourite athlete?
  - Who is your favourite author?
- Security answer:
- Confirm answer:

At the bottom are "Submit" and "Cancel" buttons.

### Set Security Preferences

Enter Primary email

Choose security question

Confirm Answer

Record your answers for future record.



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## Published Reports

When report cards are published to the Portal, they will be accessible in the Published Reports field as PDF's which can be viewed, printed or saved. We recommend saving a copy of the PDF for future reference.

The screenshot shows the MyEducation BC SDTest portal. The 'Published Reports' section is visible, containing a table with columns for Filename, DateUploaded, Creator, and Description. A red arrow points to the 'Published Reports' tab.

Filename	DateUploaded	Creator	Description
System Maintenance & Announcements			
<b>Welcome to MyEducation BC SDTest</b>			
Last refreshed with PROO Data as of Oct. 12/2019 - 12:01 AM			
<b>Teacher Classes Widget Temporarily Disabled</b>			
Due to a known issue with the Teacher Classes widget in Staff View, this function has been temporarily disabled. Please refer to the workaround instructions located <a href="#">here</a> .			
<b>Weekly Maintenance Windows - Outages may be required</b>			
Every Wednesday from 6:00 to 11:00 pm and every Sunday from 8:00 to 11:00 am. If outages are required, the Production environment will be unavailable during these windows.			

## Student Attendance

Student attendance can be found by:

Selecting "Academics" top Tab

The screenshot shows the MyEducation BC portal with the 'Academics' top tab selected. The 'Attendance' section is visible, showing a table of student attendance records for the current year and term. A red arrow points to the 'Academics' top tab.

Description	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/> CAREER LIFE EDUCATION 10	FY	Hodgson, Jeff	UHill		0	0	0
<input type="checkbox"/> AP ENGLISH LITERATURE & COMPOSITION 12	FY	Armstrong, Sherri	W212		1	0	0
<input type="checkbox"/> CAREER LIFE CONNECTIONS	FY	Ferrajohn, Bianca	E102Career		1	0	0
<input type="checkbox"/> COMPUTER PROGRAMMING 12	FY	Kim, Kenneth	C208		1	0	0
<input type="checkbox"/> AP CALCULUS AB 12	FY	Neacs, Carmen	W110		1	0	0
<input type="checkbox"/> ROBOTICS 12 DAY 1	FY	Ablett, Todd; Chugani, Mahesh; Wilson, Cari	305		1	0	0
<input type="checkbox"/> ACADEMY DAY 1	FY		OFF SITE		1	0	0
<input type="checkbox"/> AP PHYSICS 2 HONOURS 12	FY	Trask, Matt	W214		0	0	0
<input type="checkbox"/> CHEMISTRY 12	FY	Anthony, Aaron Jai	W208		1	1	0
<input type="checkbox"/> AP COMPUTER SCIENCE PRINCIPLES 12	FY	Kim, Kenneth	C208		2	0	0