



MyEdBC Family Portal-Instructions to Access Report Cards

Chatelech Secondary has moved to “paperless” report cards, which will be published through the MyEducationBC Parent Portal. In order for *Parents/Guardians* to have access to the Parent Family Portal, the school requires a valid email address on file. We **will not** be able to create an account without a valid email address. Once an account has been created, it will be retained for the entire time that your student is at Chatelech Secondary.

IMPORTANT: *When accessing the MyEducationBC system for the first time or changing your password please use a computer as opposed to any mobile device. Set-up on a mobile device does not work correctly. Once set-up is complete, mobile use is encouraged.*

Please Note:

- **Section A: For first time users**
- **Section B: If you have used the MyEducationBC Family Portal before but need a refresher**
- **Section C: How to view your child’s report card once you have logged into the portal**

Section A: Logging in for First Time Users

1. Navigate to the MyEd Login page. This can be done via the following:

- MyEd link <https://www.myeducation.gov.bc.ca/aspen/logon.do>
- Through our School Website under ‘Family Resources’ or ‘Quick Links’ <https://chatelech.sd46.bc.ca/>
- On our School App under the “information” section.

You will end up at the login screen shown below:

The screenshot shows a login form titled 'MyEducation BC Prod'. It contains two input fields: 'Login ID' and 'Password'. Below the password field is a link that says 'I forgot my password'. At the bottom left of the form is a button labeled 'Log On'.

- Enter your login ID and Password – you should have received these in the fall via an email from sysadmin@myeducation.gov.bc.ca. Make sure your popups are enabled for your browser and check your junk mail if it is not in your inbox. Your username and temporary password are both case sensitive. Carefully copy & paste or type both exactly as given into the logon page. (If you are unable to locate the email from the fall, please contact the school for your login ID).

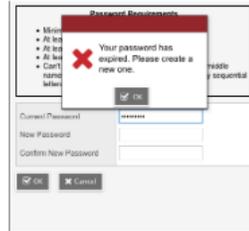
- Click “**Log On**”



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



3. The 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 not contain "password" or any personal id

Fill in the fields as required, **make sure you remember your new password.**

4. Upon your first login you will arrive at this screen prompting you to enter your email address and security question. **DO NOT SKIP THIS STEP.** This will allow you to use the "I forgot my password" feature. Choose a security question that you will not forget.

Section B: Logging in if you have used MyEducation previously

1. Navigate to the MyEd Login page. This can be done via the following:
 - MyEd link <https://www.myeducation.gov.bc.ca/aspen/logon.do>
 - Through our School Website under 'Family Resources' or 'Quick Links' <https://chatelech.sd46.bc.ca/>
 - On our School App under the "information" section.
2. Enter your login ID and Password.
 - If you have **forgotten your username** it is typically your first initial, last name with 46p. Please contact the school at 604.885.3216 if you do not remember your login code.

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3. Passwords must be updated every 90 days – if your password has expired, please follow the prompts on the screen to change your password.
4. **Forgotten your password?** If you have forgotten your password, or if you have mistyped your password 5 times your account is locked, the system can help you reset your password. ***Please do not use a mobile device for this step.***
 - a. Click the blue “[I forgot my password](#)” link on the logon screen.
 - b. Enter your email address
 - c. Enter the answer to your security question. If you answer it correctly, a new temporary password will be sent to your email account. (check your junk mail also if you do not receive it)
 - d. Retrieve the temporary password from your email account and use it to logon to the MyEd portal.
 - e. You will then be asked to create a new password.

Trouble with your security question? If you mistype the answer to your security questions 3 times, the “[I forgot my password](#)” function will be frozen. You will need to contact the school for a password reset and then follow the steps below to change your security question:

1. Click on your username and drag down to “Set Preferences”
2. Click on the “Security” tab to access the fields you need to change.

Further **PROBLEMS** signing into the MYED Parent Portal?

If it relates to your login information or you cannot see all your student/s account/s- please contact the school at 604-885-3216 or email Emily Bachand at ebachand@sd46.bc.ca with the subject ‘**MyEd Parent Portal Access**’. In your email please include:

- Your name
- Your child’s name and grade
- Details of the issue you are having

Section C: Accessing your Child’s Report Card

1. You will receive an email after report cards have been uploaded to MyEd
2. After successfully logging in, you will arrive at this screen:

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Sunshine Coast 2021-2022

Pages: Family, Academics, Groups, Calendar

Welcome to MyEducation BC PRODUCTION

One Student.
One Record.
All of British Columbia.

Recent Activity

Search

- 12/09/2021 - Attendance

System Maintenance & Announcements

Welcome to MyEducation BC PRODUCTION

6.3 Major Release

COVID-19 Daily Health Check Website

Weekly Maintenance Windows - Outages may be required

Published Reports

Filename	Date/Uploaded	Creator	Description
No published reports			

3. On the right-hand side you will see “Published Reports”. A pdf link to the Report Card will be listed under the filename. Click on the link – your child’s report card will open in another window.
4. Please download and save a copy of the report card or print for your records.
5. Having Trouble? Contact the school at 604.885.3216