

MyEducation BC – StrongStart

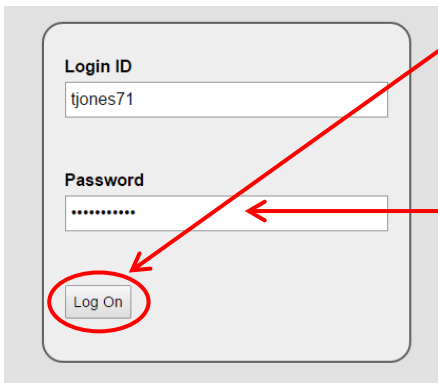
Logging On / Setting Preferences / Navigation Basics / Terminology

Logging On (<https://www.myeducation.gov.bc.ca/aspden>)

Your username is the 1st letter of your first name + your entire last name + 71 (all lowercase)

Example: Tom Jones = tjones71

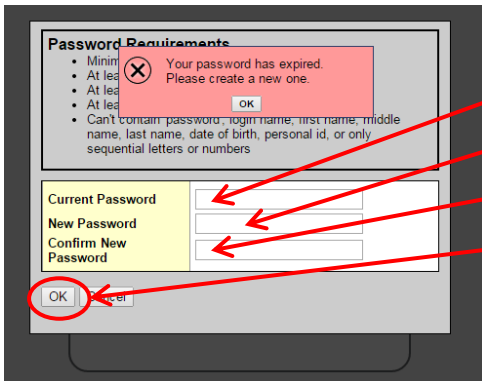
Enter your username, password and click **Log On**.



The screenshot shows a login form with two input fields: "Login ID" containing "tjones71" and "Password" containing ".....". A "Log On" button is at the bottom left. Red arrows point from the text "Enter your username, password and click Log On." to the "Login ID" field, the "Password" field, and the "Log On" button.

Your password has been supplied to you. If you don't have a password contact the Help Desk.

Your password must be changed the first time you log on.



The screenshot shows a "Password Requirements" dialog box. A red box at the top says "Your password has expired. Please create a new one." Below are four input fields: "Current Password", "New Password", "Confirm New Password", and an "OK" button. Red arrows point from the text "Enter temporary password" to the "Current Password" field, "Enter new password that meets the requirements" to the "New Password" field, "Confirm new password" to the "Confirm New Password" field, and "Click OK" to the "OK" button.

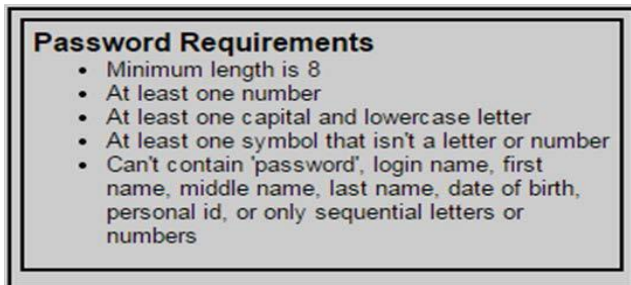
Enter temporary password

Enter new password that meets the requirements

Confirm new password

Click OK

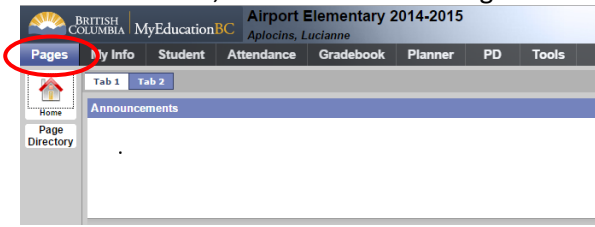
These are the password requirements:



Password Requirements

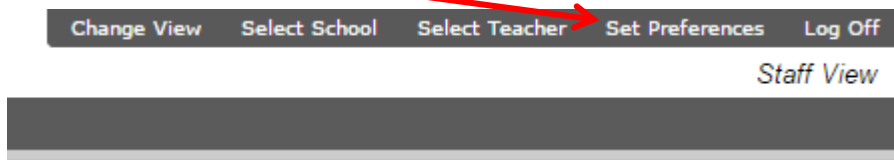
- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Upon logging on you will be taken to your Home Page (the **Pages tab**). The Pages Tab shows you current announcements, school links and changes made to student records.



Setting Preferences

After logging on click **Set Preferences** from the **Settings Bar** located at the top right corner of the screen



The number of tabs you'll see depends on your role in the District. You will set the following preferences:

On the **General Tab**:

Default locale **MUST** be set to **US** so that Reports run properly (MyEd is working on this known issue)

The remaining preferences are based on user choice (you can use the ones shown as default)

On the **Security Tab**:

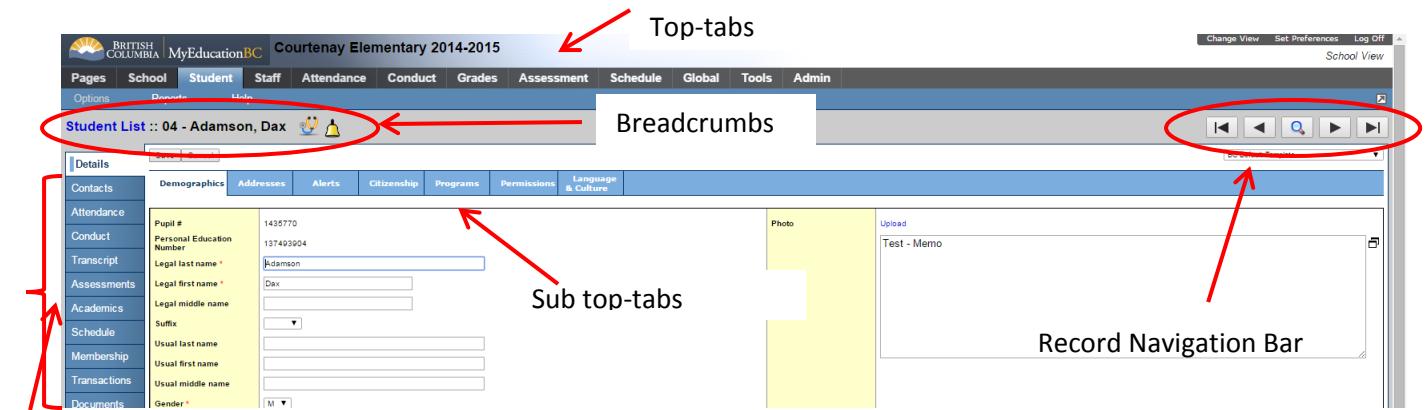
The screenshot shows a web browser window titled "Set Preferences - Google Chrome" with the URL "trn.myeducation.gov.bc.ca/aspen/userPreferences.do". The "Security" tab is selected and highlighted with a red circle. The form contains the following fields and annotations:

- Primary email:** A text box containing "tom.jones@sd71.bc.ca" with an arrow pointing to it from the text "Primary email – will be setup for you".
- Alternate email:** An empty text box with an arrow pointing to it from the text "Alternate email – not used".
- Security question:** A dropdown menu with "What city were you born in?" selected, with an arrow pointing to it from the text "Choose a Security Question from the drop down list".
- Security answer:** A text box with a red bracket on its right side, with an arrow pointing to it from the text "Answer and confirm the answer".
- Confirm answer:** A text box with a red bracket on its right side, with an arrow pointing to it from the text "Answer and confirm the answer".
- Change:** A blue link below the answer boxes.
- OK:** A button at the bottom left, circled in red, with an arrow pointing to it from the text "Click **OK**".

If you don't change your Security Preferences the 1st time you log on, you'll be automatically asked to change them the 2nd time you log on. This cannot be done on a mobile device such as an iPad or phone.

Navigation

Most navigating in MyEd is done through a series of tabs along the top (called **top-tabs**) and down the left side (called **side-tabs**). There may also be **sub-top-tabs** along the top and **sub-side-tabs** down the side, depending on which side or top tab you have selected.



Side-tabs

Under the **top-tabs** are a few menu choices to perform actions specific to the screen. You will note that the reports are available within the screen you are working in, not in a separate report section of the program.

Breadcrumbs show how you got to the screen – you can click on them to go back to previous screens.

The **Record Navigation Bar** can be used to move to the first, previous, next or last record.

NEVER, EVER use your browser's back button!

At the very top are a personal settings bar and a Log Off button. **DO NOT** use the browser's close button (X) to leave MyEd.

Select the **Student top-tab** to see a list of all students in your class:

Settings Bar

Current View

0 of 151 selected

All Active Students

Number of records in the current view (151 active students)

Rows or records

Columns or fields (data can be sorted by clicking on the column heading)

Clicking on the **Details side tab** will bring up the 1st of a number of **sub top-tabs** specific to the first student on the list:

Use the **Record Navigation Bar** to move to the first, previous, next or last record in the list

Student List :: 03 - Akbar, Keok

Details

Use the Breadcrumb trail to move back to the Student List (click the blue text)

Student List :: 04 - Adamson, Dax

Contacts

Details

Clicking the **Contacts side-tab** reveals the **Details sub side-tab**

Use the breadcrumbs to return to the student list.

To find a student – from the **Student** top-tab:

Name	Gender	Pupil #	PEN	Alerts	School > Name	Quick St
Akbar, Keok	M	1320995	135198562		Airport Elementary	🔔
Aley, Jag	M	1313434	135043073	🔴	Airport Elementary	🔔
Austerberry, Cisco	M	1168302	132667619		Airport Elementary	🔔
Axibal, Rodrick	M	708850	129381570	📄 IEP	Airport Elementary	🔔

Use the Page drop-down.

Works like a phone book directory – each name on the list is the first name on that page.

Or use the Find dialog box (CTRL+F):

The page at trn.myeducation.gov.bc.ca says:

Enter the search value.

OK Cancel

Type in the last name and click **OK**

There are no wildcard characters in MyEducation – if an exact match is not found the closest match(es) will be displayed

To select multiple students:

Put a checkmark in the 1st column for all the students you wish to select. The **Record Counter** will tell you how many records you have selected. Click the **eraser** to deselect.

Name	Gender	Pupil #	PEN	Alerts	School > Name	Quick Status	Homeroom	HR Teacher	YOG	Grade	Enr Status	Home
<input checked="" type="checkbox"/> Akbar, Keok	M	1320995	135198562		Airport Elementary	🔔	D04	Mead, Satya	2024	03	9/29/2008	Active (250/5)
<input type="checkbox"/> Aley, Jag	M	1313434	135043073	🔴	Airport Elementary	🔔	D05	Caines, Tammy	2025	02	10/17/2007	Active (250/5)
<input type="checkbox"/> Austerberry, Cisco	M	1168302	132667619		Airport Elementary	🔔	D03	LePage, Crystal	2023	04	3/12/2005	Active (250/5)
<input type="checkbox"/> Axibal, Rodrick	M	708850	129381570	📄 IEP	Airport Elementary	🔔	D03	LePage, Crystal	2022	05	10/29/2004	Active (250/5)
<input checked="" type="checkbox"/> Beckman, Jamil	M	1197470	133054197		Airport Elementary	🔔	D02	Casey, Ola	2021	06	1/23/2003	Active (250/5)
<input type="checkbox"/> Beckman, Tyler	M	839584	128345220		Airport Elementary	🔔	D01	Wakefield, Indra	2021	06	4/15/2003	Active (250/5)
<input type="checkbox"/> Beekie, Renata	F	870700	130440217		Airport Elementary	🔔	D05	Caines, Tammy	2025	02	10/22/2006	Active (250/5)
<input type="checkbox"/> Berkeley, Roslyn	F	827474	120905546		Airport Elementary	🔔	D01	Wakefield, Indra	2020	07	9/12/2002	Active (250/5)
<input checked="" type="checkbox"/> Best, Luis	M	1222279	133526541	📄 IEP	Airport Elementary	🔔	D04	Mead, Satya	2024	03	7/23/2006	Active (250/5)
<input type="checkbox"/> Blacklock, Keok	M	781139	129782231		Airport Elementary	🔔	D03	LePage, Crystal	2023	04	3/5/2005	Active (250/5)
<input type="checkbox"/> Blake, Keli	M	1221919	133515999		Airport Elementary	🔔	D04	Mead, Satya	2024	03	9/8/2006	Active (250/5)
<input type="checkbox"/> Bodner, Carla-Marie	F	1265742	134239193		Airport Elementary	🔔	D03	LePage, Crystal	2023	04	12/28/2005	Active (250/5)
<input checked="" type="checkbox"/> Bujat, Danilo	M	777284	129774261	🔴	Airport Elementary	🔔			2022	05	9/18/2004	Active (250/5)
<input type="checkbox"/> Caldemhead, Bobbygale	F	1476954	138228408		Airport Elementary	🔔			2027	KF	7/15/2006	Active (250/5)
<input type="checkbox"/> Calendars, Ramanjit	M	1271836	134312669		Airport Elementary	🔔			2024	03	9/14/2006	Active (250/5)
<input checked="" type="checkbox"/> Calloux, Eldie	F	1345578	135759561		Airport Elementary	🔔	D02	Casey, Ola	2021	06	9/7/2002	Active (250/5)
<input checked="" type="checkbox"/> Carver, Alaster	M	647720	128457728	📄 IEP	Airport Elementary	🔔	D01	Wakefield, Indra	2021	06	7/23/2003	Active (250/5)

Once you have selected all the records you need, from the **Menu** select **Options – Show Selected** and the list will change to show only the students you have selected:

The screenshot shows the MyEducationBC interface for Airport Elementary 201. The 'Options' menu is open, and 'Show Selected' is highlighted. The background table shows a list of students with the following columns: Gender, Pupil #, PEN, Alerts, and S. Some students are selected, indicated by checkmarks in the left margin.

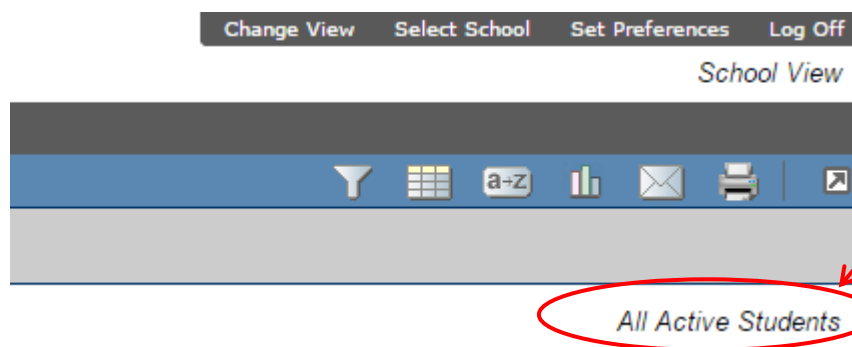
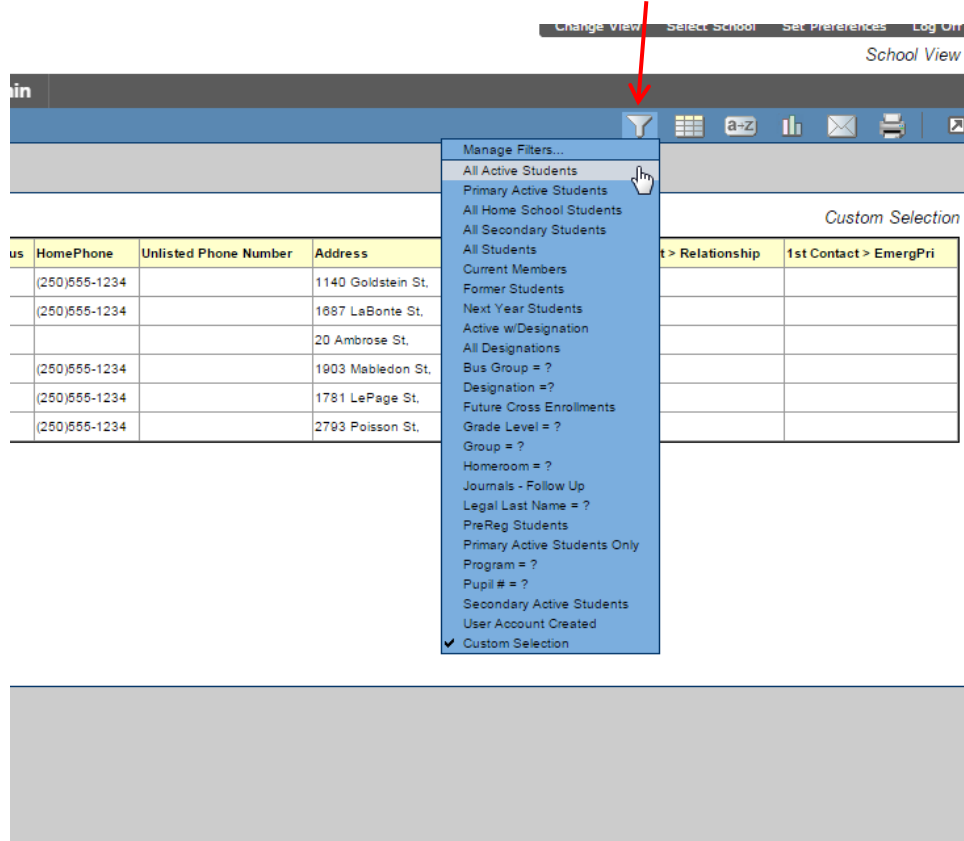
Gender	Pupil #	PEN	Alerts	S
M	1320995	135198582		A
M	1313434	135043073	T	A
M	1168302	132667619		A
M	708850	129381570	IEP	A
M	1197470	133054197		A
M	639584	128345220		A
F	870700	130440217		A
F	627474	126905546		A
M	1222279	133526541	IEP	A
M	781139	129782231		A
M	1221919	133515999		A
F	1265742	134239193		A
M	777264	129774261	T	A
F	1476954	138228408		A
M	1271636	134312669		A
F	1345576	135759561		A
M	647720	128457728		A
M	1486389	138588389		A
M	643073	128368891	T	A
M	627480	126903772		A

Notice that you are viewing a custom selection

The screenshot shows the 'Record Counter' at the top of the page, displaying '0 of 6 selected'. Below it, the table header is visible, including columns for 'HomeRoom', 'HR Teacher', 'Grade', 'GrSubLvl', 'DOB', 'EnrStatus', 'HomePhone', 'Address', 'Transp AM', 'Transp PM', and 'Transportation Memo'. A 'Custom Selection' label is circled in red.

Record Counter tells you how many students are on your custom list

To bring back the full list of active students click the **filter** button and select **All Active Students**:



Now you are viewing all active students

Terminology

Some terms are used differently in MyEd:

- Primary school – is the home school of the student (has nothing to do with student age)
 - Home school is also used in the MyEducation application when referring to a students' main school
- Secondary school – is a school the student is cross-enrolled in (has nothing to do with student age)
- YOG (Year of Graduation) – is often used in place of grade, and indicates what year the individual student will graduate.
 - For the 2014-2015 school year, YOG = 2015 is a grade 12 student, graduating this year.
 - YOG = 2027, the grade is Kindergarten. Everything else is in-between.
- Active/Inactive
 - Active students are presently in the school
 - inactive students are withdrawn
- Year – MyEd refers to 2014-2015 as the 2015 school year (where BCeSIS referred to it as 2014)
- EoYR – End of Year Rollover (was YET in BCeSIS)
- Top-tabs – navigation tabs
- Side-tabs – navigation tabs
 - Sub-Side tabs – options from within a link
 - Leaves – further options within a tab
- Breadcrumbs – navigation link