



All Users Handbook

Initial Log-On to MyEdBC

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Table of Contents

Good Practice Guidelines.....	0
Initial Log-on to MyEdBC.....	1
Security Preferences	2
I Forgot My Password	2
“Locked Out”	2
The Landing Page	3
The Settings Bar	4
Set Your Preferences.....	4
General Tab.....	5
Security Tab.....	5
Additional Tabs in Teacher View.....	6
Home Tab.....	6
Gradebook Tab.....	6
Communication Tab.....	6



Topic	Good Practice Guidelines	Why is this important?
<p>Standards</p> 	<p>FOIPPA Standards Review FOIPPA policy and practices to safeguard student information. https://mytrainingbc.ca/myedPOI/index.html All users should:</p> <ul style="list-style-type: none"> • Lock their computer when stepping away from it for any length of time. • Keep passwords secure; do not share them with another user, or record them where they could easily be found. 	<p>Ensuring that student and other sensitive Information is safe from purposeful or unintentional exposure is everyone’s responsibility.</p> <p>Establishing and maintaining good daily practices will prevent serious potential security and privacy risks for MyEducation BC, including:</p> <ul style="list-style-type: none"> • Data corruption • Loss of data • Exposure of personal information
<p>Standards</p> 	<p>Standards Manual <i>The MyEducation BC Standards: a Manual for Managing Student Information</i> records provincially defined standards and practices.</p> <p>The manual is now online at: mytrainingbc.ca/myedbcstandards</p>	<p>MyEducation BC is being used by all districts in the province, to varying degrees.</p> <p>The MyEducation BC Standards Manual is a living document that naturally evolves over time. Knowing and following the standards defined in the Manual will establish and maintain data consistency for all districts.</p>
<p>Access</p> 	<p>Logging Off Use the Log Off button in the menu bar when exiting the system.</p> 	<p>This ensures your session is properly closed, contributing to system security and optimizing system resources.</p>
<p>Access</p> 	<p>Never share your login ID and password with another user.</p> <p>Each user is required to have unique log-in credentials so that they will only be able to access information to which they are entitled.</p>	<p>This is important to ensuring data security and integrity. Each user is responsible for the activity in the system that takes place using their log-in credentials.</p>
<p>Performance</p> 	<p>GDE Usage / High volume reports & scheduled jobs PLAN AHEAD WHENEVER POSSIBLE!</p> <ul style="list-style-type: none"> • Run GDEs and scheduled extract jobs during low volume times Allow large reports sufficient time to complete! 	<p>Running General Data Extracts and high volume extracts during peak traffic times (8am – 4pm PT) monopolizes system resources needed by other users.</p> <p>Once a report has started it cannot be terminated. Clicking the X or forcing the application to close will not stop the report. The report continues to run on the server. Resubmitting the report only increases the runtime for both.</p>
<p>Performance</p> 	<p>Clearing the Browser Cache Periodically clearing your browser’s cache, especially after application enhancements and upgrades, can enhance user experience with MyEducation BC. For browser specific instructions: http://www.refreshyourcache.com/en/home/</p>	<p>Refreshing your cache will ensure that the browser is reflecting the latest application upgrades.</p> <p>For a quick page refresh, use F5 on a Windows machine and Command-R on a Mac.</p>



Initial Log-on to MyEdBC

- 1) Open Google Chrome (preferred browser to use with MyEd).
- 2) Navigate to <https://myeducation.gov.bc.ca/aspn/logon.do>
- 3) Login ID = Enter your Employee number.
- 4) Password = Enter the temporary password that you were assigned.
Note: The Password is case sensitive.
- 5) Click "Log On".

Assigned Server Number

Training Data Base:
<http://trn01.canadacentral.cloudapp.azure.com/aspn/logon.do>

When logging on for the very first time, the system will respond with the message that your password has expired, indicating that your temporary password is no longer valid and you must create a new one.

Click "OK".

As per requirements from the Provincial Ministry of Citizen Services, passwords must be changed every 90 days.

- 1) Enter the temporary password you just used in the "Current Password" field.
- 2) Create a new password, carefully following the Password Requirements listed on the screen.
- 3) Re-enter your new password in the "Confirm New Password" field.
- 4) Click OK. The "Security Preferences" screen will display.



Security Preferences

- 1) Enter your district email address
- 2) Select a Security Question (one that you will NEVER forget!)
- 3) Enter your Security answer (also, one that you will NEVER forget!)
- 4) Re-enter your Security answer
- 5) Click Submit

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

Primary email:

Security question:

Security answer:

Confirm answer:

Note: The information in the Security Preference fields supports the “I forgot my password” feature. It is essential that you choose a question/answer that you will never forget – without them you will not be able to re-set your password.

If the system does **NOT** present you with the option to enter your primary email address and your security question, please refer to the “Security Tab” section in “Set Your Preferences” to complete this portion of your account set-up.

I Forgot My Password

MyEd provides the opportunity for users to reset their own passwords. If you have forgotten your password, click “I forgot my password” and follow the on-screen directions.

You will be asked to provide your primary email address (the email address entered in “Security Preferences” above) as well as the answer to your security question (as per your settings in “Security Preferences”).

A new temporary password will be sent to your email account.

Password

[I forgot my password](#)

“Locked Out”

If you fail to enter your password 5 times in a row, the system will see you as a “hacker” and will disable your account. You will need to call your District Level 1 person to have your account re-enabled.

TIP: Stop after the 4th failed attempt and click “I forgot my password”.

In addition, if you answer your Security Question incorrectly 5 times, your account will be disabled, and you will need to call your District Level 1 person to have your account re-enabled.



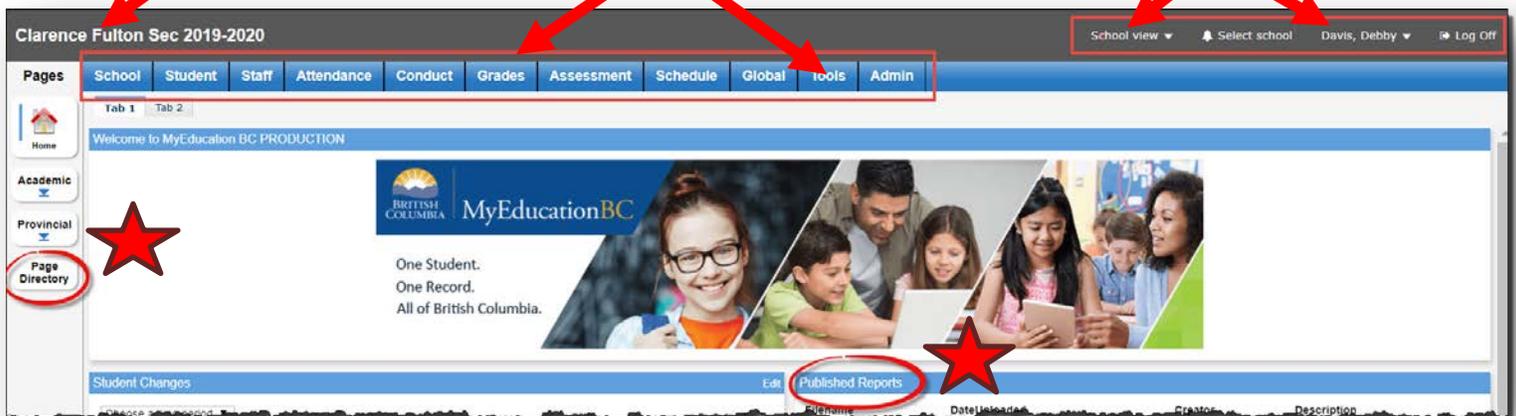
The Landing Page

Once successfully logged on to MyEd BC, you will be taken to the “Landing Page”.

The top left-hand corner indicates the school whose data you will be viewing.

The tabs along the top, aka “**Top Tabs**”, represent the functional areas of MyEd. The number of tabs that display is directly related to a user’s security role.

The top right-hand corner displays the Settings Bar.



The Landing page is used to broadcast information to users as well as provide links to handy resources.

- ★ The “*Page Directory*” can be used to add “*Pages*” on topics that relate to you (eg. Teachers may want to add the “*Teacher Support*” page; School Admin may want to add the “*Principal/Vice Principal*” page created by Surrey school district.)
- ★ The “*Published Reports*” widget is where Parents/Guardians/Students will access documents that are published by the school. Currently the 2 documents that are publishable in MyEd are Report Cards and Student Verification Forms.

Handy Hints for Improving Your Screen Display:

- Use F11 to enter/leave full-screen mode.
- Use “Ctrl +” or “Ctrl -” to zoom in or out of your screen.
- Use   in the top right hand portion of your screen to hide/unhide top tabs and maximize/minimize your display.



The Settings Bar

Note: The menu options displayed in the Settings Bar are directly related to your security access.

School view ▼ **Select school** **Davis, Alyssa** ▼ **Log Off**

Use drop-down menu on "View" to select the database you wish to work in.

If you have security access to multiple schools, click on "Select School" to choose the appropriate location.

Click on the down-arrow beside your name to set your preferences". (See "Set Your Preferences" below for more details.)

Always use "Log Off" to properly terminate your session.

- District
- School
- Staff
- Health
- Build
- Student Services
- Family
- Student

- Alexis Park Elem
- Alexis Park StrongStart Centre
- B X Elem
- Beairsto Elem
- Charles Bloom Elem-Sec
- Cherryville Elem
- Clarence Fulton Sec
- Coldstream Elem
- Continuing Ed Sd 22

OK Cancel

Set Your Preferences

To set your preferences, click on the down-arrow beside your name in the Settings Bar and click on "Set Preferences".

Davis, Alyssa ▼

Set preferences

General Security Gradebook Receipts Communication

Default locale: US

Default View: School

Default school: Clarence Fulton Sec

Auto-save interval (minutes): 5

Disable User-defined Help:

List Options

Records per page: 35

Show lower page controls:

Warn on save:

OK Cancel



General Tab

- 1) Default Location = determines the date format and language:
 - o Canada = dd/mm/yyyy; Language = English
 - o French (Canada) = yyyy/mm/dd; Language = French
 - o US = mm/dd/yyyy; Language = English

Note: In Vernon School District, set the Default Location to "US" to ensure a common date format.

- 2) Default View = if you have access to more than one view, select the view you prefer to see upon log on.
- 3) Default School = if you have access to more than one school, select the preferred school to view upon log on.
- 4) Auto-Save Interval = clerical users, set this value to 60.
- 5) Records Per Page = enter 35 (maximum allowable).
- 6) Show Lower Page Controls = Toggle on. Will show an additional "Page List" field and "Previous/Next" arrows at the bottom of each screen.
- 7) Warn On Save =Toggle on. Will send a warning question when using the save function in "Modify List".

Security Tab

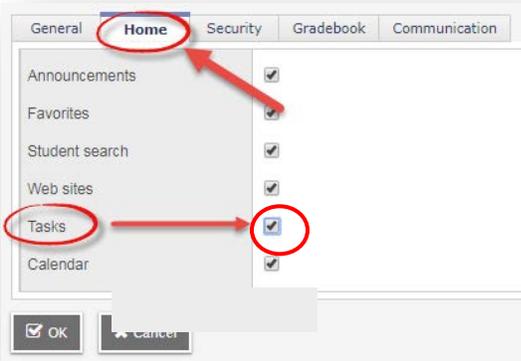
- 1) Primary Email = enter your district email address.
- 2) Alternate email = not used in BC.
- 3) Security Question = to be used for "I forgot my password". Choose a question you will NEVER forget.
- 4) Security Answer = Choose an answer you will NEVER forget. The answer will display encrypted.
- 5) Password = click "Change" to change your password.

Note: The system will display an automated reminder to change your password after 90 days.



Additional Tabs in Teacher View

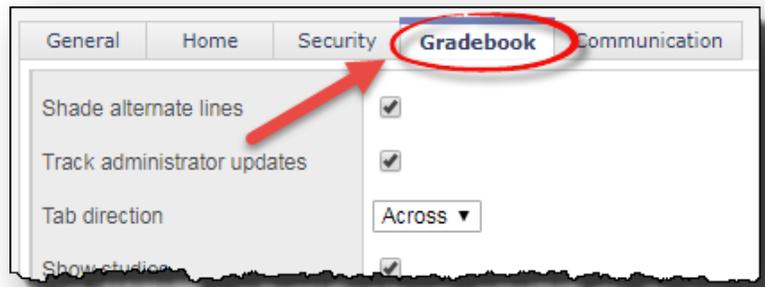
Home Tab



The Home tab has only one setting that is used in BC – “Tasks”, which relates to the Student Self-Assessment functionality. Toggle this checkbox to ensure that the “Tasks Widget” is displayed on your home page.

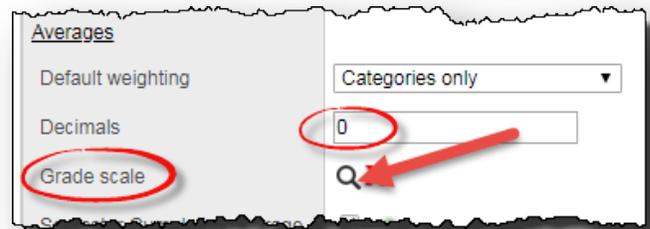
Gradebook Tab

- The majority of the settings in the “Gradebook” tab are based on personal preferences.
- The recommendation is to toggle everything “on” and then make adjustments later if desired.



Averages

- Default Weighting = See Handout “Gradebook - Average Modes”. Option can be overridden in the Gradebook later if desired.
- Decimals = 0
- Grade Scale: Use the magnifying glass to select one of the following:
 - K-9 = EMG-DEV-PRF-EXT.
 - Gr 10-12 = Prov. Mark Scale Final Marks.



Communication Tab

- Forum Options = Used for the Student Portal. Set the number of Forum posts per page.

Click “OK” to save your settings and return to the “Landing Page”.