STUDENT FAMILY PORTAL: FIRST TIME USER INSTRUCTIONS

Point Grey will be starting to use the Student Family Portal to publish report cards starting in Term 2, 2017. Follow the instructions below to set-up your child's account for the first time. It is very important you set-up an account as hard copies of report cards will no longer be printed for students.

The Student Family Portal will only show the current term's report card. We suggest that you save each term's report card in another location.

It is suggested you use "Desktop View" from a mobile device for the first time logging in.
Instructions on Switching to a Desktop View from a Mobile Device is on page 2

---

1. Enter the URL for the MyEd website: **https://www.myeducation.gov.bc.ca/aspen/logon.do**

---

2. Enter your Login ID
   - **this will be your student number**

3. Enter Initial Login Password: **Grey$2016**

4. Click on the **Log On** button

5. Click on the **OK** button

MyEducation BC Prod 12

Login ID
Enter Student #

Password
Grey$2016
. forgot my password

➡ Log On

---

6. Enter the Initial Login Password: **Grey$2016**

7. Enter a memorable **New Password**

8. Re-Enter your **New Password**

9. Click on **OK**

Please note 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
- Cannot use: password, login name, first name, middle name, last name, date of birth, personal id, or any sequential letters or numbers

---

10. Verify the VSB email address. **At this point you may enter the email address you would like to use.**

11. Click on the **Security question** drop-down menu

12. Click on a **Security question**

13. Enter a memorable **Security answer**
    (case sensitive, minimum 4 characters)

14. Re-enter the **Security answer**

15. Click on the **Submit** button

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

Primary email	@vsbworld.onmircosoft.com ⑩
Security question	⑪ ▼
Security answer	What city did your father grow up in? ⑫
Confirm answer	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?
Who is your favourite actor, musician, or artist?
Who is your favourite athlete?
Who is your favourite author?

🔲 Submit   ✖ Cancel

➡ Log On

---

16. You will now be taken to the home screen of MyEd BC

17. Subsequent log ins will take you directly here.

INSTRUCTIONS to Switch to "DESKTOP VIEW" from a Mobile Device for FIRST TIME LOGGING INTO the Student Family Portal

Instructions on How to Switch to Desktop View from a Mobile Device for First Time Logging In

iOS	
1. Enter and load the **URL** for the MyEducation BC website. 2. Once the site loads, tap and hold on the **refresh symbol** located at the rightmost side of the URL box.	① https://www.myeducation.gov.bc.ca/aspen/logon.do ② ↻
3. A menu will pop up with an option to "**Request Desktop Site**". Tap on this option to select it.	**Request Desktop Site** ③

Android	
1. Enter and load the **URL** for the MyEducation BC website. 2. Once the site loads, tap on the thee-dot **menu symbol** located at the rightmost side of the URL box.	① https://www.myeducation.gov.bc.ca/aspen/logon.do ★ ② ⋮
3. A menu will drop down with an option to "**Request Desktop Site**". Tap on the checkbox to select this option.	← → ☆ New tab New Incognito tab Bookmarks Other devices Share... Find in page... Request desktop site ③ ☐ Settings Help