

# PARENT PORTAL ACCOUNTS

Each student record has a space for Contacts, which may include Parents, Grandparents, Guardians, Doctors, etc. You can create a user account for the appropriate people who will require access to log into the system and view the student's progress, attendance, conduct etc.

In order for the Contact record to be used to create the User Account, it must meet the following three criteria:

The screenshot shows the 'Contact Details' page for a student named 'Elementary, Mary'. The page is divided into several sections:

- Related Students:** A sidebar on the left with options like Attendance, Conduct, Transcript, Assessments, Academics, Schedule, Membership, Transactions, Documents, At Risk, and Snapshots.
- General Information:** Fields for Emergency priority (0), Title (Mrs.), Legal first name (Mary), Legal last name (Elementary), Suffix, Usual first name (Mary), Usual last name (Elementary), Gender, Relationship (Mother), and Type (Regular Contact).
- Communication Preferences:** A grid of checkboxes for 'Receive grade mailing' (checked), 'Receive conduct mailing', 'Receive other mailing', 'Receive email', 'Include on IEP', and 'Prevent Autodialing'.
- Parental Access:** A grid of checkboxes for 'Parental Auth or Guardian?', 'Contact can pick up?', 'Contact lives with student', 'Contact has family portal access' (checked and labeled '2.'), and 'Volunteer?'.
- Shared Contact Information:** Fields for Home phone, Cell phone, International Phone #, Primary email (1. mary.elementary@fakemail.ca), Place of Employment, Work phone, Work Phone Extension, and Paper Number.

1. The Contact record must have the **Primary Email Address** filled in by entering it in on the Contact Details page (Student top tab > select your student > Contact side tab > Details leaf)

2. The contact must have the “**Contact has family portal access**” checkmark selected on the Contact Details page.

3. Contact must not already have a User Account created. This means that once you have created a User Account for your parent/contact, it will not overwrite any that may previously exist.

\*\*\* Please note that a contact to have access to two or more student records, their contact has to be properly shared on each of the student records.

Parent User Accounts can be created from School view > Global top tab > Favourites side tab > Student Contacts table. Use the filter 'Ready for User Account' to identify all of the parents who have the necessary criteria to have a user account created.

Name	Relationship	Parent or Guardian?	Priority	Type	Address	HomePhone	WorkPhone	Email1	PortalAccess	User
Elementary, Mary	Mother	N	0	Regular Contact	123 Tree Rd Vancouver BC V1M 4J6			mary.elementary@fakemail.ca	Y	N

Go to Options > Create Parent User Accounts. This will bring up the Create Parent User Accounts wizard:

### Create Parent User Accounts

This procedure is set to create accounts for parents/contacts who meet the following criteria:

- They have populated the primary email field on their details page or in their Set Preferences
- They do not already have a User Account
- They have the *family portal access indicator* checked

School	Maple Hill School
<u>Login ID</u>	
Login ID format	First Initial, Last Name ▾
Custom expression	<input type="text"/>
<u>Password</u>	
Password format	Mnemonic ▾
Length	<input type="text"/>
Value	<input type="text"/>
<u>User account</u>	
Account Status	Enabled ▾
Account expiration date	<input type="text"/> <input type="button" value="Calendar"/>
Preview only	<input checked="" type="checkbox"/>

The Login ID and Password sections of the wizard will be similar to when you normally create User Accounts, where you may select the formats.

The boxes underneath each format picker will not be active unless you select a choice such as Constant or Custom Expression.

**You may wish to create the accounts and make them disabled to start. Check the checkbox for this.**

**Note: If you check this, an email will still go out letting them know an account is created for them, so you may wish to notify them beforehand that it will be disabled.**

**The Preview Only checkbox will allow you to run the wizard**

**and see what WOULD happen, without physically creating the accounts; a sort of “practice run”.** Once you have tried this out, you could make final adjustments and then run the wizard again with this unchecked.

Once the wizard is complete, it will then email all contacts who have new User Accounts created with their Login ID and Password, assuming that the email address that is entered IS a valid one.

The message they will receive will contain the following message:

Welcome to the MyEducation BC PARENT PORTAL which will allow access to see grades, attendance and other information on your child(ren). Each parent or guardian will have their own separate account.

To Access the MyEducation BC System:

1. Visit <http://www.myeducation.gov.bc.ca/aspen>
2. Make sure popups are enabled for your browser
3. Your user name will be: xxxx
4. Your temporary password will be: xxxx

NOTE: Both user name and password are case sensitive

5. Enter your user name and password then click Log On to access the system. You will be prompted to fill out some information to change your password so that in the future you can click "I forgot my password" to receive a new password.

Once inside the MyEducation BC system, you can navigate around to view information for your student(s).

\*\*\* Please do not reply to this generated email.