

STUDENT PORTAL INFORMATION

Why you need to be able to access the Student Portal:

To view your timetable.

To do your course planning.

To view your report card and marks. Make sure you download or print a copy of your report card. Report Cards are only available on the Student Portal for 3 weeks after they are posted. You will likely need a copy in the future, and this is the only one you will receive.

Other information available on the Portal: Student Attendance, Marks, Demographic and Contact information.

How to Log-on:

Link to the proper Log-on page: <https://myeducation.gov.bc.ca/aspen/logon.do>

Log-in ID: This is your student number (the one on your ID card)

Password: Use the Password you used the last time you logged on.

First time logging on? Forgot your password?

Email yalestudentrecords@abbyschools.ca and ask for a temporary password (password reset).

Please do not phone for a password reset, we need the request to come from an email account.

If you are from in District, this request must come from the student using their learn34 email account. If you are from out of District, this request can come from a personal email account. Once a password has been reset, you will receive an email (to the email account the request came from), with your Log-in ID and a new temporary password.

As soon as you log-on with the temporary password, you will be told that it has expired. Click "OK". Now enter the same temporary password as your 'current password' and then enter a new password using the criteria the program sets out for you. Enter it again and you should be logged in. Write your new password down or put it in your phone as you WILL need to log into the MyEd Student Portal again in the future.

Password resets will only be done during regular school hours. If you email a request in the evening or on the weekend, please do not expect a reply until at least noon on the following school day.

Once logged-in to the Student Portal, click the "My Info" top tab. Here you will find your basic student details. By clicking on the middle or side tabs, you will have access to other information including:

1. Your Marks: once your teacher has posted marks for the semester, you can see them here. Use the filter  button to view prior years marks (nothing before grade 9).
2. Your Current Schedule
3. Your Contact Information
4. Attendance Information

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Course Planning:

Under “My Info”, the bottom tab on the left side (requests), is where you will enter or view your requests for the next school year. Of course, this will not happen until “Course Planning” has been done.

On-line course planning can only be done by existing students. If you have registered to attend for the next school year, your requests must be done by completing a hard copy of the selection sheet and submitting it with your registration package.

Instructions on how to do On-Line course requests will be made available to you during your course planning sessions with counsellors.

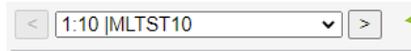
Using the “Requests” tab on the left side you will be able to select your courses for next year while the Portal is available. After the cut-off date you are given during course planning, you will not be able to select or change your requests, but you will still be able to view them and see teacher recommendations (if your academic teachers chose to do on-line recommendations).

Some Hints

1. Please don't pay any attention to the number of credits you see on the “requests” tab.
2. You can review your choices and look at teacher recommendations by clicking on the “Exit Entry Mode” link on the main page.



3. A number of subject areas have more options than fit on one page. Please use the ‘down arrow’ to get to the other pages of options available.



4. Please choose 2 alternate choices for electives in case the schedule cannot accommodate your first request.
5. To undo a choice, go back and un-click the box beside the course and then make your new choice.

To View your Schedule:

Once the MyEd Student Portal becomes available at the end of August (dates will be posted in the summer letter that comes out in August) and for the rest of the year, you can view your schedule in the MyEd Portal. There are 3 views available. Choose the one that makes the most sense to you.

1. Go to the “Academics” top tab. It will usually default to the current semester. Use the box on the far right top to toggle to “all terms”.

2. and 3. Go to the “My Info” top tab. Click on the “Current Schedule” side tab on the left. There are 2 views here. A list view and a Matrix view. You can toggle between the two using the view hyperlink situated on the left just above your schedule. If you are on the Matrix view, there is a down arrow to choose the term you would like to view.



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Report Cards:

When Report Cards are available, parents and students will receive an email message that Report Cards have been posted to the Student Portal. As soon as you log-on, the report card will be in PDF format under “published reports” on the top right-hand side of the opening page. **Please print or download a copy.** It will only be available for 3 weeks after it is posted, ***and no hard copies*** will be distributed.