

GUIDE - MYEDBC STUDENT PORTAL

Logon Page :

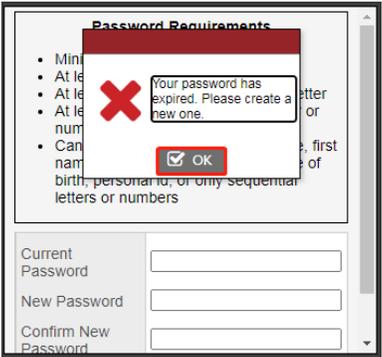
<https://www.myeducation.gov.bc.ca/aspden/logon.do>



Access to [MyEdBC](#) allows students to view their:

- Personal information
- Contact Information
- Published report cards
 - **Note:**
 - Published report cards will only remain on the system for a certain period of time. All current and previous class marks can be found under **My Info** → **Transcript** on the MyEdBC student portal.
- Assignments/Exam marks
- Course grades
- Attendance
- Course schedule

FIRST TIME LOGGING IN

STEP 步驟	INSTRUCTIONS 操作流程
1	<p>1. Enter your Login ID (Case-sensitive) and temporary password (Case-sensitive) on the MyEdBC logon page.</p> <p>2. Click “Log On”</p> <div style="background-color: #ffe6e6; padding: 10px; border-radius: 10px; margin: 10px 0;"> <p>TROUBLESHOOTING: Note: If you have not received these information, please contact inquiry@maplehill.edu.com, or call the school at 604-285-9665.</p> </div> <p>Note: Make sure to use a LAPTOP/DESKTOP COMPUTER to initialize your account. Pop-Ups should be ENABLED for some features of the website to work properly.</p> 
2	<p>Click “OK” to dismiss the message “Your password has expired. Please create a new one.”</p> <p>Note: If you don’t see this screen, DISABLE pop-up blocker.</p> 

3

1. **Current Password** (Case-sensitive):

Enter your **temporary password**

2. **New Password** (Case-sensitive):

Create and enter your new password, which must meet the following criteria:

- Minimum length is **8**
- At least one **number** (1, 2, 3...)
- At least one **capital letter** (A, B, C...) and **lowercase letter** (a, b, c...)
- 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

3. **Confirm New Password** (Case-sensitive):

Enter your new password again to confirm

4. Click **"OK"**.

Note: Passwords are good for **90 DAYS** to protect student's data. If you are prompted that your password has expired, please contact inquiry@maplehill.edu or call 604-285-9665 for assistance. A system email containing your **temporary password** as well as your **Login ID** will be sent to you once your request is processed.

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

Current Password: [masked]

New Password: [masked]

Confirm New Password: [masked]

OK Cancel

4

1. **Primary Email address:**

Enter your primary email address. This email address will be used to receive a new password if you forget your password.

2. **Security Question:**

Choose one security question from the dropdown menu.

3. **Security Answer** (Case Sensitive):

Enter your security answer.

4. **Confirm Answer** (Case Sensitive):

Enter your security answer again to confirm.

5. Click **"Submit"**. You should now be able to log into your MyEdBC account via your laptop/desktop computer/mobile devices.

Security Preferences Update

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

Primary email: [input field]

Security question: [dropdown menu]

Security answer: [input field]

Confirm answer: [input field]

Submit Cancel

TROUBLESHOOTING

ISSUE	INSTRUCTIONS
<p>Forgot password</p>	<p>1. To reset your password, click “I forgot my password”</p> <p>Note:</p> <ul style="list-style-type: none"> • Make sure to use a LAPTOP/DESKTOP COMPUTER to initialize your account. Pop-Ups should be ENABLED for some features of the website to work properly. • The school only has access to your temporary password but NOT your changed password. You may also contact inquiry@maplehilledu.com or 604-285-9665 to reset your password. A system email containing your temporary password as well as your Login ID will be sent to you once your request is processed.
	<p>2. Enter Your Login ID and Primary email</p> <p>3. Click “Continue”</p>
	<p>4. Answer your security question</p> <p>5. Click “Submit”. A system email containing your temporary password as well as your Login ID will be sent to you.</p>
<p>Forgot Login ID</p>	<p>Please contact inquiry@maplehilledu.com or call 604-285-9665 for assistance.</p>
<p>Account Expired</p>	<p>Please contact inquiry@maplehilledu.com or call 604-285-9665 for assistance. A system email containing your temporary password as well as your Login ID will be sent to you once your request is processed.</p>

MyEducation BC Prod

Login ID

[Request an account](#)

Password

[I forgot my password](#)

Password Reset

Login ID

Primary email

Password Reset

Login ID

Primary email

Security Question →

Account Disabled

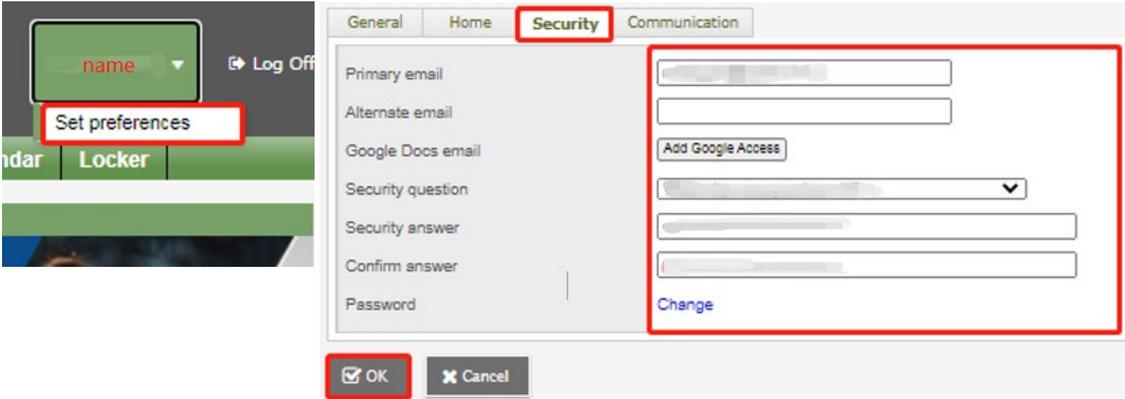
Accounts are automatically locked and **disabled** if you mistype your password 5 times or mistype the answer to your security question 3 times.

1. Contact inquiry@maplehill.edu or call **604-285-9665** to reset your account. A system email containing your **temporary password** as well as your **Login ID** will be sent to you once your request is processed.
2. **Current Password** (Case-sensitive):
Enter your **temporary password**
3. **New Password** (Case-sensitive):
Create and enter your new password, which must meet the following criteria:
 - Minimum length is **8**
 - At least one **number** (1, 2, 3...)
 - At least one **capital letter** (A, B, C...) and **lowercase letter** (a, b, c...)
 - 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
4. **Confirm Answer** (Case Sensitive):
Enter your security answer again to confirm.
5. Click **"OK"**. You should now be able to log into your MyEdBC account via your laptop/desktop computer/mobile devices.



Need to Change Your Password, Email Address or Security Question Settings?

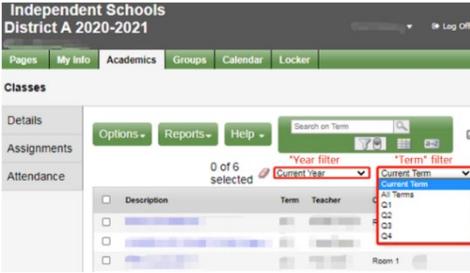
1. Click on **your name** in the upper right-hand corner and drag down to **"Set Preferences"**.
2. Click on the **"Security"** tab to access the fields you need to change (Case Sensitive).
3. Click **"OK"** to save and finish.



BASIC NAVIGATION OF MYEDBC STUDENT PORTAL

TOP TAB	USE
My Info	Displays student’s personal and contact information, course schedule, current and previous class marks, provincial assessment results (ex. literary assessment, numeracy assessment)
Academics	Displays the courses the students is taking, course grades, assignment/exam marks, and attendance.
Recent Activity	Displays recently posted attendance records and grades. Use the: <ul style="list-style-type: none"> • Dropdown menu: to set the time frame (today, last 7/30/60 days) • Checkboxes: to display attendance only or grades only.
Published Reports	Report cards will appear as a hyperlinked PDF document available when they are published to the portal. You will receive an email that they have been published to the portal. Note: Published report cards will only remain on the system for a certain period of time. All current and previous class marks can be found under My Info → Transcript .

TROUBLESHOOTING

ISSUE	INSTRUCTIONS							
<p>It's the end of the school term and a blank page shows when I'm trying to view my course grades under the Academics tab.</p>	<p>1. Leave the “Year” filter as is.</p> <p>2. Change the “Term” filter setting to one of the following: 根据学期调整“Term学期” 筛选条件设定:</p> 							
	<p>“Term” Filter Setting</p>							
	<table border="1"> <thead> <tr> <th data-bbox="386 594 727 667">All Terms</th> <th data-bbox="727 594 1490 667">Fall-Summer Terms (Q1-Q3): Sept-Aug</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 667 727 741">Q1</td> <td data-bbox="727 667 1490 741">Fall Term: September-January</td> </tr> <tr> <td data-bbox="386 741 727 814">Q2</td> <td data-bbox="727 741 1490 814">Winter Term: February-June</td> </tr> <tr> <td data-bbox="386 814 727 888">Q3</td> <td data-bbox="727 814 1490 888">Summer Term: July-August</td> </tr> </tbody> </table>	All Terms	Fall-Summer Terms (Q1-Q3): Sept-Aug	Q1	Fall Term: September-January	Q2	Winter Term: February-June	Q3
All Terms	Fall-Summer Terms (Q1-Q3): Sept-Aug							
Q1	Fall Term: September-January							
Q2	Winter Term: February-June							
Q3	Summer Term: July-August							