



## How do I access the Portal?

You can log on to the Family Portal from any device that connects to the Internet.

1. Open your browser to connect to the Internet.
2. Go to the SOSS homepage <http://soss.sd53.bc.ca> or SD53 homepage <https://www.sd53.bc.ca> and click on the Parent tab and then click on the MyEd Family Portal link.
3. Enter your **Login ID** and **Password**.

## How do I change my log-in password or password recovery email address?

From any page, click **Set Preferences** in the upper-right corner of the screen. Here you can set your user preferences.

## What if I need more help with the MyEd Family Portal?

It is easy to navigate through MyEd's secure, read-only data. Feel free to explore. If you have a question about how to do something, go to the **Help** menu for the following options:

- **Online Help:** Click to open online Help, and then click **Using the Student and Family Portal**. A table of contents, index, and search help you find the information you need.
- **User Guides:** Click to open, download, and print a PDF version of *Family and Student Portals — User Guide*. This is the same content that's available in online Help.
- Family Portal Help – SOSS website>subject specific instructions/help

## What is the Family Portal

With this application you can:

- Check student attendance
- Check student grades if the teacher is using the MyEd Gradebook
- Review your student(s) report card

## Navigating around the Family Portal

### Pages Top Tab

You will land on the Pages top tab every time you log in. There will be notices about upcoming system outages and other information from the Provincial service provider.

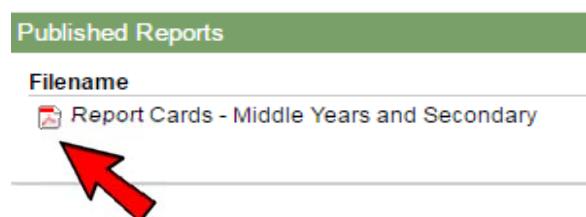
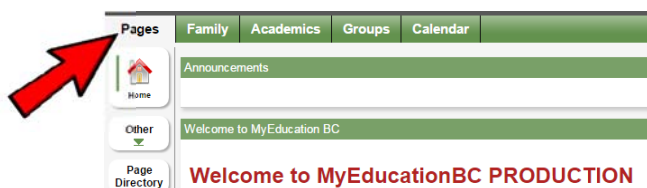
This main landing Page includes:

Recent Activity – information about recently posted student attendance and course changes

Published Reports – when a report card is published to the portal, it will appear under the Published Reports heading as a hyperlinked PDF document. You will receive an email that it has been published to the portal.

### A. Report Cards

To view your student's report card, click on the Pages top tab. To the right of this screen you will find published reports. You will find a PDF file of your student's report card. Just click on this icon to open the record.



## B. Tabs

The screenshot shows the top navigation bar with three tabs: 'Pages', 'Family', and 'Academics'. The 'Academics' tab is highlighted in green. Below the tabs is a 'Students' section with a sidebar on the left containing 'Details', 'Contacts', and 'Schedule'. The main content area has buttons for 'Options', 'Reports', and 'Help', a search bar labeled 'Search on Name', and a filter icon. A table below has columns for 'Name', 'DOB', and 'Grade'. A red arrow labeled 'TOP TABS' points to the 'Academics' tab, and another red arrow labeled 'SIDE TABS' points to the 'Details' sidebar item.

## C. Hyperlinks - anything blue is a hyperlink. Click on hyperlinks to see more information.

The screenshot shows the 'Details' sidebar on the left and the main content area with 'Options' and 'Reports' buttons. Below these is a table with a 'Priority' column. The numbers '1' and '2' in the table are blue, indicating they are hyperlinks. A red arrow labeled 'HYPERLINKS' points to the number '1'.

## D. Drop down menus – arrows indicate drop down menus. Click on the arrow to toggle for different information.

The screenshot shows the 'Details' sidebar on the left and the main content area with 'Options', 'Reports', and 'Help' buttons. Below these is a '<< List view' link and a 'Time' dropdown menu currently set to 'Q3'. A red arrow labeled 'DROP DOWN ARROW' points to the dropdown arrow.

## E. Toggle between your children by using the drop down arrow when you are on the Academics Top Tab.

The screenshot shows the top navigation bar with 'Pages', 'Family', and 'Academics' tabs. The 'Academics' tab is circled in red. Below the tabs is a 'Classes' section with a sidebar on the left containing 'Details', 'Assignments', and 'Attendance'. The main content area has buttons for 'Options', 'Reports', and 'Help', a search bar labeled 'Search on Term', and a 'Student' dropdown menu. A red arrow points to the dropdown arrow.

## F. Tabs – more tabs to access more info.

The screenshot shows the top navigation bar with 'Pages', 'Family', and 'Academics' tabs. Below the tabs is a 'Students' section with a search bar and user icons. The 'Details' sidebar on the left contains 'Contacts' and 'Daily Attendance'. The main content area has buttons for 'Options', 'Reports', and 'Help', a 'Cancel' button, and a row of sub-tabs: 'Demographics', 'Addresses', 'Activities', and 'Photo'. A red arrow points to the 'Activities' sub-tab.

## What information can I access through the MyEd Family portal?

### A. Family Top Tab

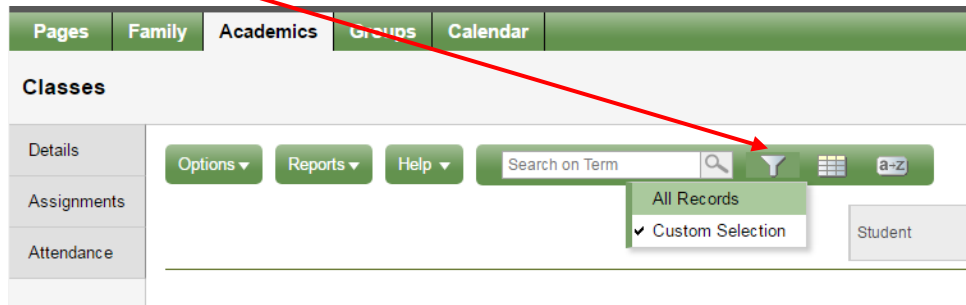
- **Details Side Tab** – The tabs contained within show the student’s demographic information. Please let your school know if any of the information is incorrect or needs to be updated.
- **Contacts**- Click on the priority number hyperlink for each contact to view more detailed information. Please let your school know if any of the information is incorrect or needs to be updated.
- **Daily Attendance** – View attendance records.
- **Schedule**: Shows the classes, teachers and their order depending on the school day.
  - **Requests** – When students make course requests for the next school year, these will appear here.

### B. Academics Top Tab

\*\*Keep in mind that if teachers at SOSS are not currently using the MyEd Gradebook to enter marks, you will not be able to see student progress/assignments.

- An **overview** of the Courses, \*\*Assignments/Current Term Performance, Class Absences and Lates

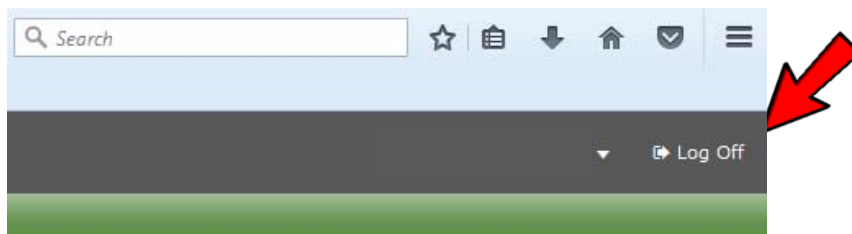
To access all of your student’s courses for the school year, on the Academics top tab, click on the  icon, and select ‘all records’.



- **Attendance**: Attendance is taken in each class. After clicking on a class name in the Academics Top Tab, click the Attendance side tab to see the attendance for that class.

### C. Log Off

To log out of Myeducation BC, please try to remember not to just close/exit from your browser. Use the ‘Log Off’ located in the top right corner of your screen..



Several ‘self help’ documents have been prepared and are available also, by accessing the SOSS or SD 53 Home Pages, Parent Tabs/Family Portal Link.