



MyEducationBC

Family Portal

August 2019 v2.2

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:

Student List :: KF - Elementary, Suzy :: Elementary, Mary

Details

Options ▾ Reports ▾ Help ▾

Contacts

Save Cancel

BC Default Template ▾

General Addresses

Related Students

Attendance

Conduct

Transcript

Assessments

Academics

Schedule

Membership

Transactions

Documents

At Risk

Snapshots

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 ▾

Type: Regular Contact ▾

Receive grade mailing: ☒

Receive conduct mailing: ☐

Receive other mailing: ☐

Receive email: ☐

Include on IEP: ☐

Prevent Autodialing: ☐

Parental Auth or Guardian?: ☐

Contact can pick up?: ☐

Contact lives with student: ☐

Contact has family portal access: 2. ☒

Volunteer?: ☐

Shared Contact Information

Home phone:

Cell phone:

International Phone #:

Primary email: 1. mary.elementary@fakemail.ca

Place of Employment:

Work phone:

Work Phone Extension:

Pager 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.

Account Creation

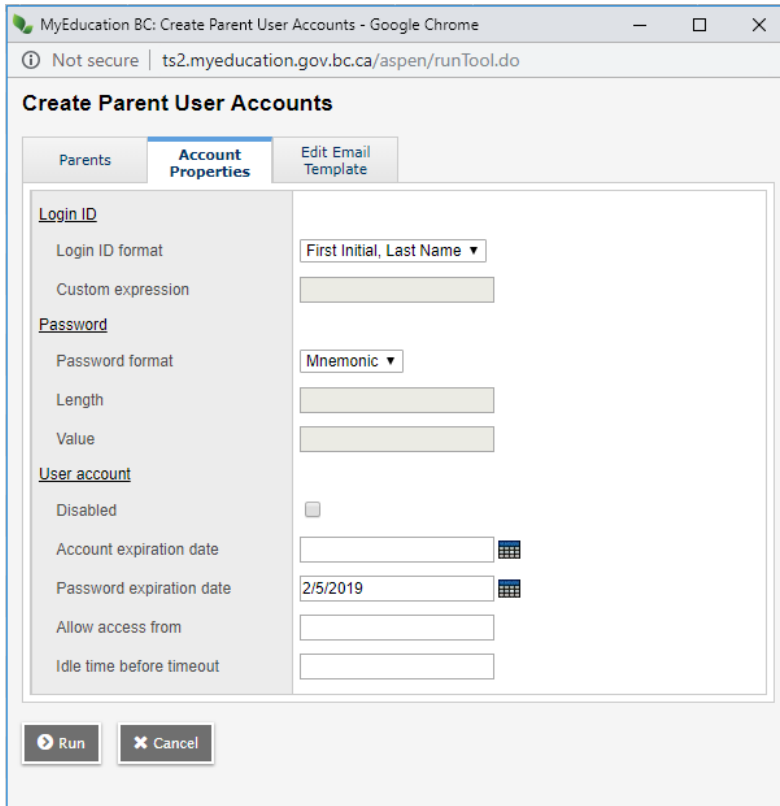
This functionality in School views allows creation of parent/contact accounts in bulk. The School users can create parent/contact accounts for selected students, or All, in School views.

School View > Student > Options > BC Create Parent User Accounts

1. Parents Tab

Fields/Options	Description
Students to Include	<p>This dropdown contains 2 options: Current Selection and All.</p> <ul style="list-style-type: none"> Current Selection will create parent accounts for selected students after choosing Show Selected. All creates parent accounts for all students in the school or district, regardless of choosing Show Selected.
Role	<p>Select which role will be applied to the new account. This will show roles that can access the Family view. Recommend just selecting the "Parent/Guardian" role</p>
Preview Mode <i>make sure to uncheck this to actually create accounts</i>	<p>This will produce a text file for preview mode which contains counts of:</p> <ul style="list-style-type: none"> Total contacts processed How many accounts are ready for account creation How many accounts are not ready for account creation How many contacts already have an account <p>When this option is un-selected it will produce a text file which displays all the above information, but with actual account creation.</p>

2. Account Properties Tab



The screenshot shows a web browser window titled "MyEducation BC: Create Parent User Accounts - Google Chrome". The address bar shows "ts2.myeducation.gov.bc.ca/aspen/runTool.do". The page has three tabs: "Parents", "Account Properties" (which is selected), and "Edit Email Template".

Under the "Account Properties" tab, there are three sections:

- Login ID**: Includes "Login ID format" (a dropdown menu currently showing "First Initial, Last Name"), "Custom expression" (a text input field), "Password" (a section header), "Password format" (a dropdown menu currently showing "Mnemonic"), "Length" (a text input field), and "Value" (a text input field).
- User account**: Includes "Disabled" (a checkbox), "Account expiration date" (a date picker), "Password expiration date" (a date picker currently showing "2/5/2019"), "Allow access from" (a text input field), and "Idle time before timeout" (a text input field).

At the bottom of the form are two buttons: "Run" and "Cancel".

Login ID Format

Login ID Format	Description
First Initial, Last Name	Will create an account with the user's Legal First name initial, followed by Legal Last name. If there is already an account with that format in the system, a number will be appended automatically to the end. i.e. for John Smith the account created may be jsmith231
Last Initial, First Name	Will create an account with the user's Legal Last name initial, followed by Legal First name. If there is already an account with that format in the system, a number will be appended automatically to the end. i.e. for John Smith the account created may be sjohn348
Custom Expression <i>recommended</i>	Will create an account based on text and tokens entered into the expression box. <i>We suggest using {person.email01} (those are curly brackets and will make their username be their email address)</i>

Password

Password Format	Description
Mnemonic <i>recommended</i>	Two 4-letter words with a 3-digit number in the middle, such as <i>GONE987book</i> . The mnemonic password is case sensitive. This will appear in the GenPW field, and is a one-time use password.
Numeric	A random number containing the specified number of digits. This will appear in the GenPW field, and is a one-time use password.
Custom Expression	Entered during account creation. This will appear in the GenPW field, and is a one-time use password.

User Account - leave all these settings as the default

Account Status	Description
Disabled	By default this option is un-selected and can be checked for disabling the parents/contacts account.
Account Expiration Date	This field is blank by default.
Password Expiration Date	This field contains the current system date when account is created. This date is the expiration date for one time password provided to the contacts after account creation.

3. Edit Email Template tab

MyEducation BC: Create Parent User Accounts - Google Chrome

Not secure | ts2.myeducation.gov.bc.ca/aspden/runTool.do

Create Parent User Accounts

Parents | Account Properties | **Edit Email Template**

Send emails? ☒

Send Email To

Email Subject

Email Body *

Use Default Email Body ☒

Custom Email Body

Create Snapshot of Contacts without valid emails ☒

Fields/Options	Description
Email Sends	This check box is selected by default and used to send emails once the account is created successfully
Sends Email to	This drop down contains 3 options of sending email. By default primary email address is selected. <ul style="list-style-type: none"> Primary Email address Secondary Email address Both Primary and Secondary Email address.
Email Subject	This field will be pre-populated with the subject text of the email
Email Body	This is a mandatory field and user needs to select the pre-formatted email body to proceed for account creation
Use Default Email Body	This check box is selected by default. The user can un-check this and this will enable custom email body for the user to draft custom email. This custom email overrides the email body text selected earlier.
Custom Email Body	This will be disabled by default but the user has an option to enable it and send custom email to parents/contacts once their account is created successfully
Create Snapshot of Contacts without valid emails	This field is checked by default and snapshot is created at school view if contacts are missing a valid email

Immediately upon creation, Family Portal users will receive a system generated email: (the text in **red** will reflect information specific to the individual user)

Welcome to the **District Name** 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 www.myeducation.gov.bc.ca/aspen
2. Make sure popups are enabled for your browser
3. Your user name will be: **Login ID**
4. Your temporary password will be: **GenPW**

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 change your password, and fill out some information 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.

2.4 Removing Portal Access

There may be times when it is appropriate to remove a contact's access to the portal. This will remove access for this contact to all schools the student may be attending. If a Secondary School association exists, ensure that all schools are aware that the access is being removed. **ACCOUNTS SHOULD NEVER BE DELETED!** Deselecting the *Contact has family portal access* box will remove all online access to that individual student.

When withdrawing a student, there is an option to Disable related user accounts. This will only disable a Family Portal account if the contact has Family Portal access for a single student. If the contact has more than one student, the account will remain active. Refer to the Security Management document for further information on disabling accounts.

Appendix 1 – Login ID Tokens

When creating User Accounts, Custom Expression can be used for assigning Login ID names for users. There are two different expression types – called Tokens – that can be used:

1. Literal
2. Variable

A **Literal token** is a static expression that will not change from person to person.

Example: District 12 has 100 teachers and decides that their teacher Login IDs will start with the SD number followed by the word teacher, and then an ascending number for each unique ID. They enter the following in the Custom Expression field: *12teacher*.

This will create user accounts *12teacher* through *12teacher100*.

Note: the system will skip *12teacher1* and use just the original Custom Expression for the first account; then will continue with 2, 3, etc.

A **Variable token** will pull a field value from a table associated with a user's Person Record (Staff Record, Student Record, etc.). It can then be customized to each individual user. A number will be appended to the end of the Login ID *only* if there are multiple users who fit that criteria *in the entire system*.

Example: If a district decides to use first initial, last name, followed by the district number, and both a *John Smith* and a *Jane Smith* exist in the district, the login IDs *jsmith12* and *jsmith122* would be created. If only first initial and last name were used, and John Smith was in a different district than Jane Smith, the first one created would be *jsmith* and the next would be *jsmith2*.

Variable tokens are enclosed in braces { } and are made up of a table name, and a field name, separated by a period.

For example: to use the person's first name and last name, use the following variable tokens:

{person.firstName}{person.lastName}

In John Smith's case, the user name would then be *johnsmith*.

Literal and Variable tokens can be mixed in custom expressions.

Example: If the desired format is to have first name and last name separated by a period, use the following:

{person.firstName}.{person.lastName}

This would create the Login ID *john.smith*

Common Variable Tokens

More information can be found in the MyEducation BC online help system Search for “expression”

Note: the capitalization of the Variable tokens is very important. The field name comes from the Java name that is found on the table (not references table) in the Enterprise-level Data Dictionary, and if the capitalization is incorrect, the Variable token will not work.

A quick guide to some common tokens:

First name	{person.firstName}
First initial	{PADR(person.firstName,1,'')}
Middle name	{person.middleName}
Middle initial	{PADR(person.middleName,1,'')}
Last name	{person.lastName}
District #	{organization2.id}
Primary email address	{person.email01}
Pupil Number (created by system)	{student.localId}
Staff Number (created by system)	{staff.localId}
Employee Number (manually entered)	{staff.fieldB002}

Examples of custom expressions:

Token string	Example
{PADR(person.firstName,1,'')}{person.lastName}{organization2.id}	jsmith12
{person.lastName}, {person.firstName}	smith, john
teacher{organization2.id}{person.lastName}	teacher12smith