



# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)

## ADMINISTRATION OFFICE

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Dear Parents and Guardians,

For reasons of economy, convenience and environmental conservation, SD 58 is moving to paperless workflows where possible. We have recently been increasing the relevancy of our MyED Parent Portal by offering more and more pertinent information in this one place.

You can log into the MyEd Parent Portal from the link on the SD 58 website main page, [www.sd58.bc.ca](http://www.sd58.bc.ca). Your username is now your email address registered with your school. If you forgot your password, you can reset it from the login page. If you have trouble logging in for any reason, please contact your school.

From the portal, you are currently able to do the following:

- Fill out your student consent forms
- View and print report cards
- See your student's transcripts
- See your student's attendance records
- See your student's portfolio (ask your school if this is available for you)
- See your student's demographic data
- Register online for SD 58 schools

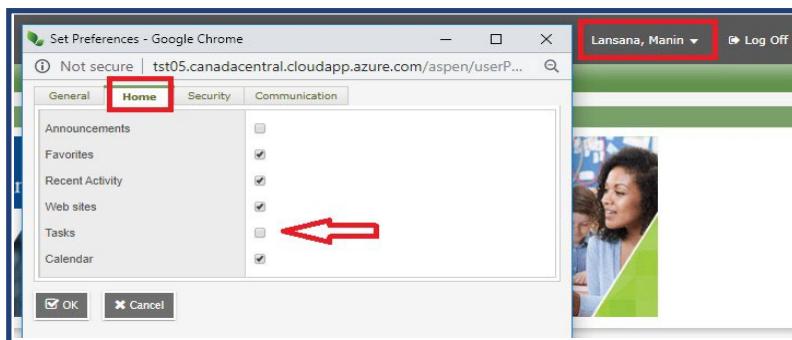
Below you will find directions for accessing your student consent forms online. Once you login, you should see all of your students under the one account. If you do not and/or if you have trouble logging in, please contact your school secretary who will be able to help you.

We hope that these improvements help to make your student's information more accessible to you.

**To Access Student Consent Forms from the Family Portal, you will need to add the task widget to your home screen. To add it, follow these steps:**

Log into your account on the MYEDBC Family Portal:

1. Click on your name on the top right of the screen
2. Click Set Preference option
3. Click Home tab
4. Select Tasks check box and
5. Click Ok

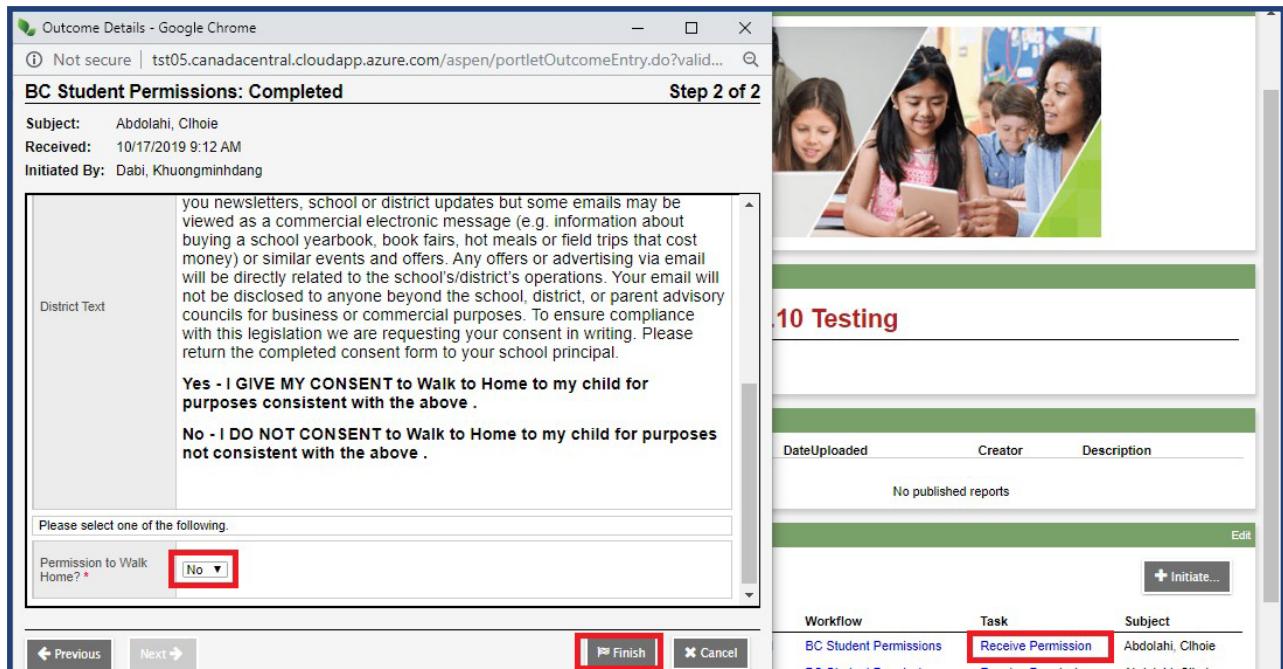


*Success for ALL Learners ~ Today and Tomorrow*

## To fill out the Forms in the Family Portal:

Once the Task widget is enabled, you will see available forms in your Task widget. To complete the form:

1. Find the permission form you wish to fill out in the list.
2. Click the "Receive Permission" next to it.
3. A pop up will open.
4. Review the student details and click Next
5. Review all the information on the form
6. Select "Yes" or "No" from permission dropdown
7. Click Finish



The screenshot shows a web browser window for 'Outcome Details - Google Chrome' displaying the 'BC Student Permissions: Completed' form. The form is Step 2 of 2, with the following details:

- Subject: Abdolah, Clioie
- Received: 10/17/2019 9:12 AM
- Initiated By: Dabi, Khuongminhdang

The form contains a 'District Text' section with a long paragraph about email consent. Below it are two radio button options: 'Yes - I GIVE MY CONSENT to Walk to Home to my child for purposes consistent with the above .' and 'No - I DO NOT CONSENT to Walk to Home to my child for purposes not consistent with the above .' The 'No' option is selected. A note below says 'Please select one of the following.' The 'Permission to Walk Home? \*' dropdown is set to 'No'. At the bottom, there are 'Previous' and 'Next' buttons, a 'Finish' button (which is highlighted with a red box), and a 'Cancel' button.

On the right side of the screenshot, the 'Task' widget is visible. It shows a thumbnail image of three children, a title '10 Testing', a table with one row (DateUploaded: No published reports), and a 'Workflow' table with three columns: Workflow (BC Student Permissions), Task (Receive Permission), and Subject (Abdolah, Clioie). The 'Receive Permission' task is highlighted with a red box.

Once you complete the form and click Finish, the form is submitted to the school and the task is removed from the Task widget.

## Changing a Consent Form Answer after Submitting:

If you wish to change your response to a consent form after you have submitted it to the school, please contact the school secretary directly. The school can either resend the form to your online account or change your answer directly in the system.

If you have any questions regarding the Parent Portal, please contact your child(ren)'s school.

Thank you.

School District No. 58 (Nicola-Similkameen)