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. **Your user name has changed and 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:

- 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

In addition, beginning this September we will be moving our consent forms to the portal. This will allow you to fill out your student consent forms easily online in one place.

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

The first time you use online forms, you will need to add the **Task** widget to your home screen. Once this is done, you can respond to the consent form from the task widget on the home screen.

To Enable the Task Widget on your Home Screen

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**
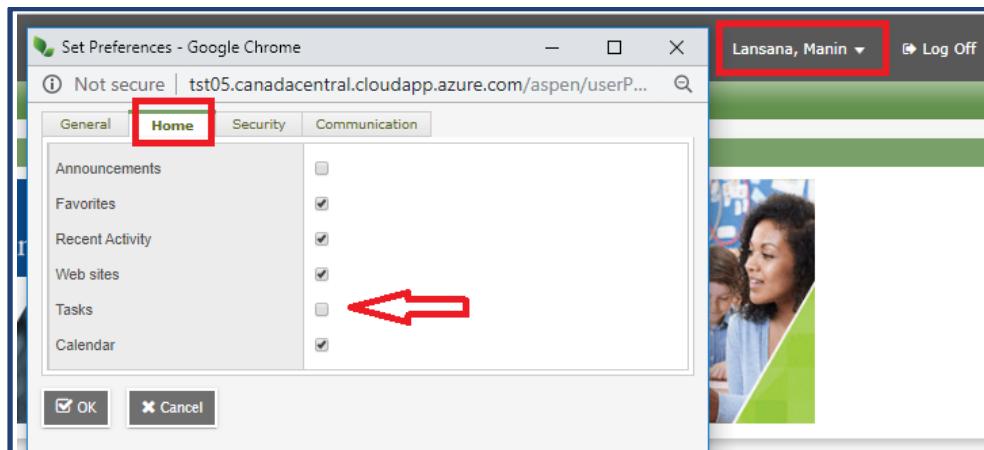
Open the Form in the Family Portal:

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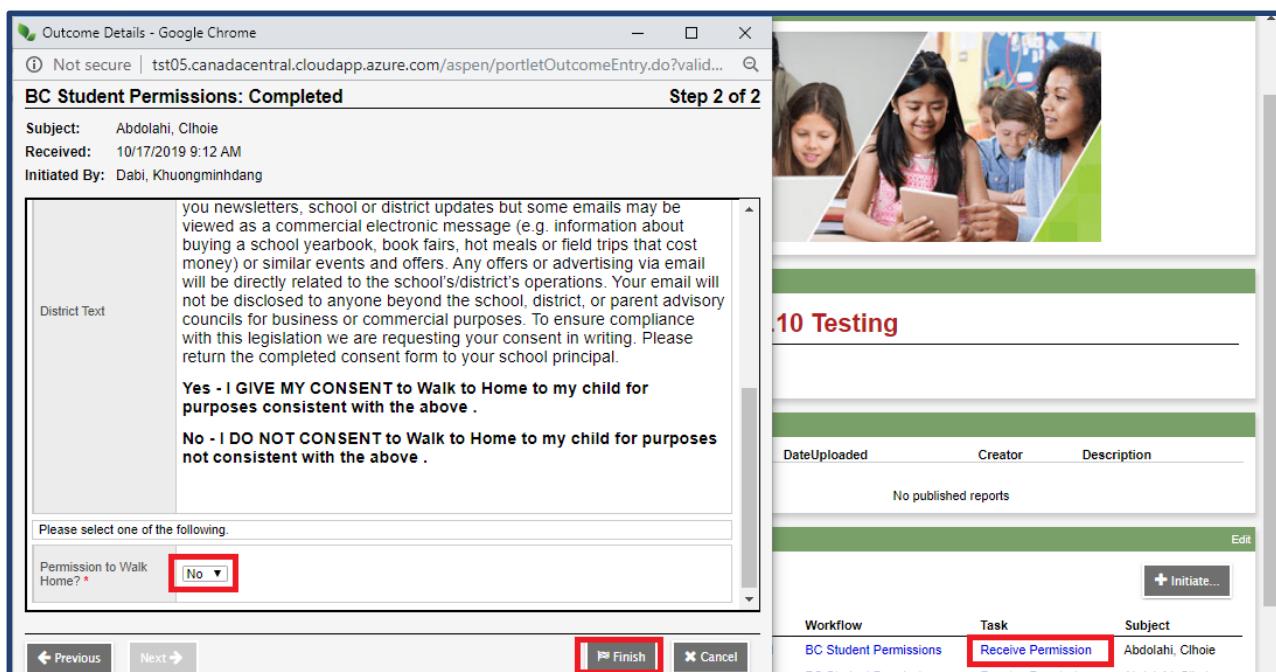
Once you complete the form and click *Finish,* the form is submitted to the school and the task is removed from the *Task widget.*

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.