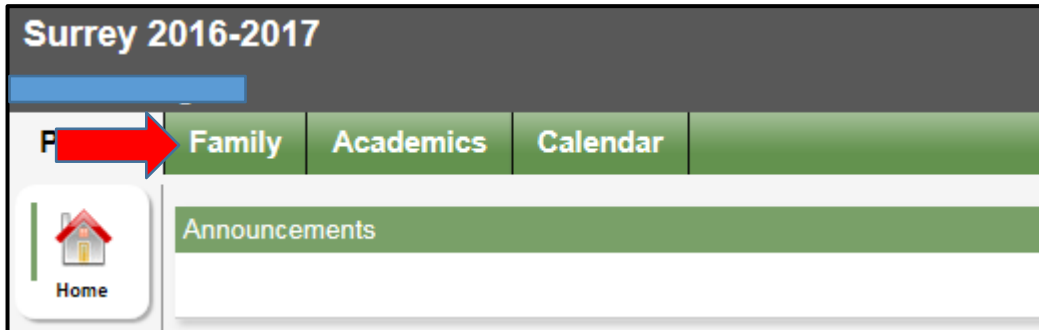


MyEducation BC Parent Portal Quick Reference Sheet

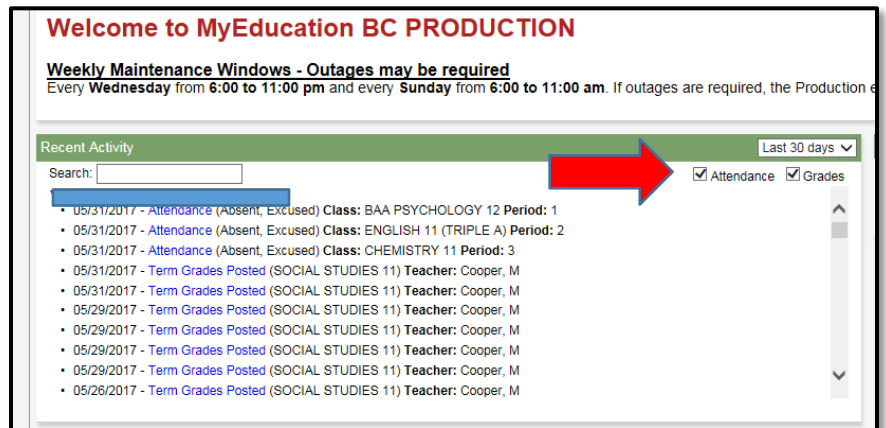
I have two children at Clayton Heights. Can I view both of children's profiles?

Yes! Click on the **Family** top tab to ensure that both of your children are linked to your account. If you are not seeing all of your children, please contact the school for assistance.



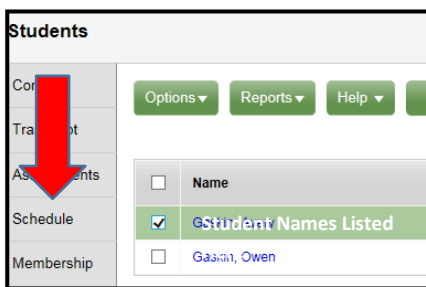
How can I check my child's attendance?

On the **Welcome** page, you will find the box below named **Recent Activity**. You can see Attendance and Recently Posted grades in this box. Just click in the box corresponding to the item you want to see.



Where can I see my child's current timetable (schedule)?

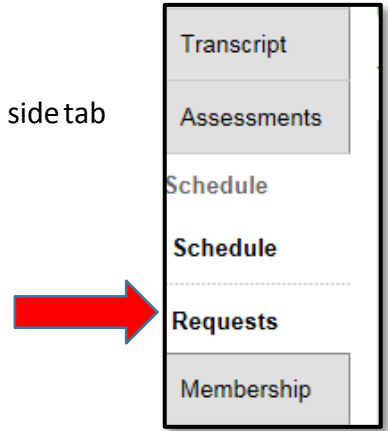
Click on the **Family** top tab (as shown above) and select the student whose schedule you would like to view. Then you'll click on the **Schedule** side tab. A list of current classes the student is enrolled in will show. To sort and view the current order of classes, click on the header of the Schedule column and then the Term column.



Description	Schedule	Term	Classr
SOCIAL STUDIES 11		FY	
BIOLOGY 11	1(1-2,9-10) 2(7-8) 3-4(5-6) 5(3-4)	S1	229
CHEMISTRY 11	1(1-2,9-10) 2(7-8) 3-4(5-6) 5(3-4)	S2	217
FOUNDATIONS OF MATHEMATICS 11	1(3-4) 2(1-2,9-10) 3-4(7-8) 5(5-6)	S1	103
LAW 12	1(3-4) 2(1-2,9-10) 3-4(7-8) 5(5-6)	S2	203
CAFETERIA TRAINING 12	1(5-6) 2(3-4) 3(1-2,9-10) 4(1-2) 5(7-8)	S1	CAFE
BAA PSYCHOLOGY 12	1(5-6) 2(3-4) 3(1-2,9-10) 4(1-2) 5(7-8)	S2	208
ENGLISH 11 (TRIPLE A)	1(7) 2(5) 3(3) 4(4,9) 5(1)	FY	208
TRL A PE 11PHYSICAL EDUCATION 11	1(8) 2(6) 3(4) 4(3,10) 5(2)	FY	208
ATHLETIC LEADERSHIP 12	1(Day 1)	FY	
DO NOT TOUCH TIMETABLE	10(1-2)	S2	OFF

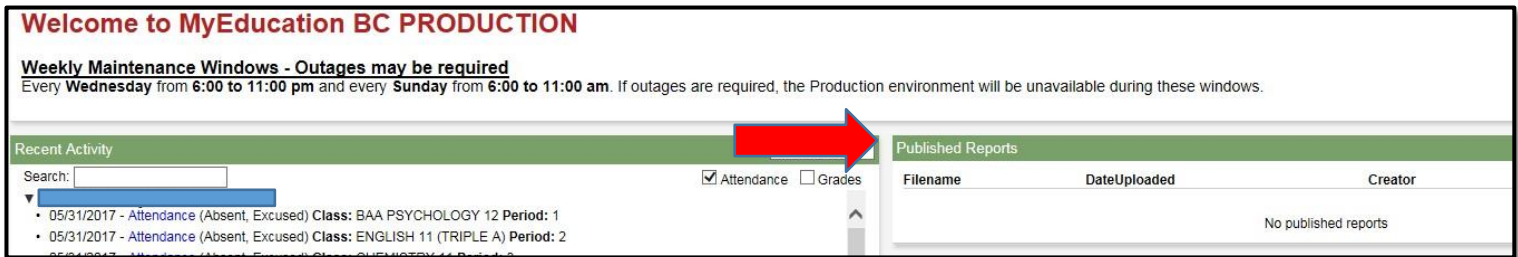
Where can I see my child's course requests for the next school year?

Follow the instructions to see the course requests as above. Click on the **Requests** side tab and you will see the list of courses for next school year.



Where can I see my child's report card?

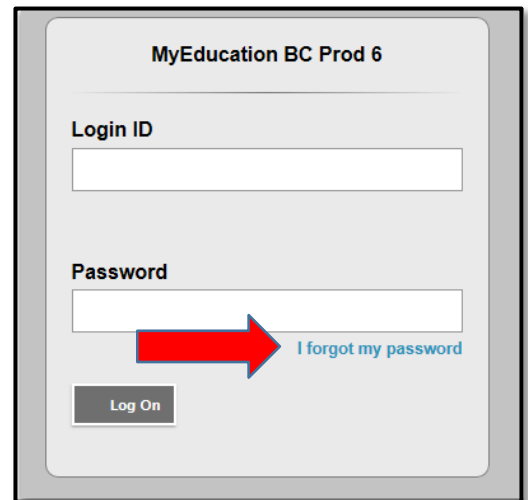
On the **Welcome** page, you will be able to view report cards for all children linked to your accounts in the **Published Reports** section. Reminder to save and/or print the PDF to your computer for future reference as it will not be saved long term in the Portal.



I have forgotten my password – HELP!

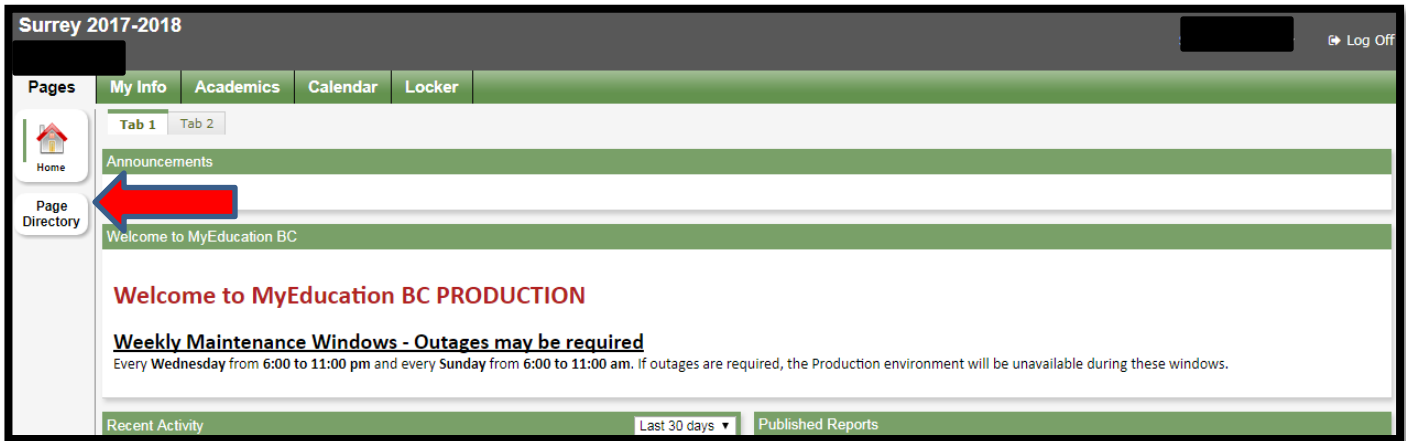
On the login screen, you will see **I Forgot My Password** under the text boxes. Click it and you will be directed to reset it. You will be asked for your Login ID and primary email (which will be the same) and the security question you chose when you first logged on.

An email will then be sent to your primary account to finish the process of resetting your password.

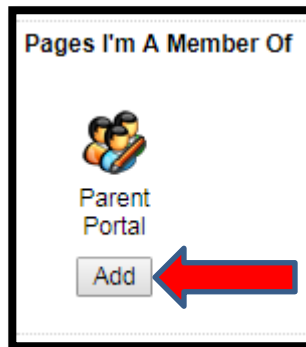


How to I add the School's Page on the Portal?

On the **Welcome** page, you will be able to add the school's Parent Portal page. The school page can be added by clicking on the **Page Directory** on the left hand side.



A new window will pop up, click on the **Add** button to add the "Parent Portal". This will give you access the Clayton's Portal page, with helpful links to information.



Each time you login into the Parent Portal, to view this page you will click on the "**School**" icon on the left side of the screen to view the Clayton Heights Portal page.

