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| cid:image001.jpg@01D48562.C90F7670 | School District No. 8 (Kootenay Lake)**L.V. ROGERS SECONDARY SCHOOL** 1004 Cottonwood Street, Nelson, BC V1L 3W2*Telephone: (250) 352-5538*  |

January 9th, 2024

Dear LVR Nelson Parents/Guardians

Welcome to the LVR MyEducationBC Parent & Family Portal. Having access to the Family Portal will allow you to see attendance, report cards and other information about your child(ren).

Each parent/guardian will have their own separate account (as long as each parent has their own email address in our system), and can view the following:

* Class Attendance Information
* Contact Information
* Student Demographic Information
* Published Report Cards
* Student Schedule (once they are in Middle and Secondary school)

**To Access the Parent Portal:**

* Navigate to <https://myeducation.gov.bc.ca/aspen>
* Enter your username and password and then click **Log On**. If you don’t know your username or password, contact the school at clerical.lvr2@sd8.bc.ca
* If you receive a message indicating that your **password has expired, create a new password by** carefully following the password criteria that is listed on the screen

T**roubleshooting:**

For best results, use Internet Explorer or Chrome

If you mistype your password 5 times, the system will automatically lock your account. After 4 failed attempts click on the blue “I forgot my password” link on the log-on screen.

The program will ask for your email address as well as the answer to your security question.

* + If you answer it correctly, a new temporary password will be sent to your email account.
	+ If you mistype the answer to your security question 3 times, the “I forgot my password” function will be frozen. In this case, please phone the school at (250) 352-5538 or email clerical.lvr2@sd8.bc.ca.

Retrieve the temporary password from your email account and use it to log on to the Parent Portal. You will then be asked to create a new password. Enter the temporary password where it asks for ‘current password’.

If you notice any demographic changes that need to be made, please email clerical.lvr2@sd8.bc.ca

**Security:**

MyEducationBC is a secure student information system used in most school districts in the province of BC. Security is guided by the rules and regulations of the School Act and Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns, please contact the school.

We hope you find the MyEdBC Parent & Family Portal helpful to track your child’s progress.