

# MyForms – Parent/Guardian User Guide

## Introduction

MyForms is a new application from the Vancouver School Board intended to replace paper-based consent and acknowledgement of risk forms typically sent home with students.

The application allows parents/guardians to confirm and revoke their approval of topics and activities related to a student's studies.

### Signing In

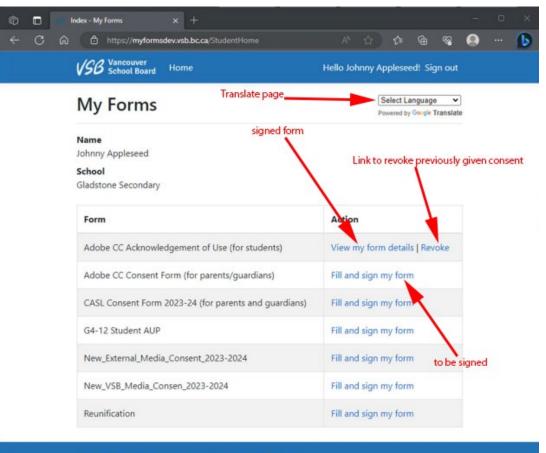
The application is accessed using a web browser at the following URL: <u>https://myforms.vsb.bc.ca</u>.

For each student in your care, you will log in using their credentials, either a PEN number and date of birth, or, if available, the students VSB email credentials.

Note: If required, details on how to recover the required credentials are available on the login page.

#### Home

Once signed in, you will be presented forms relevant to the current student. Depending on the state of the form, you will be able to sign, view or revoke consent for each form by clicking the relevant link.



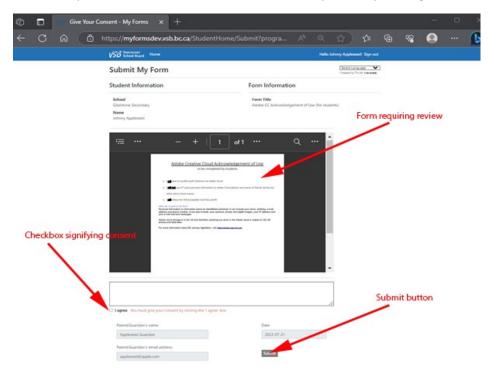
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# Signing a form (providing consent)

Upon entering an unsigned form, you will be presented with the details of the matter requiring acknowledgment. Once read, and if you agree, you can provide consent by clicking the 'I agree' checkbox near the bottom of the form.

Upon submission, you will be brought back to the main page.

Further, MyForms will send a confirmation email to you (the parent/guardian) for review and filing.



# **Revoking Consent**

If you've previously consented to a form but now prefer to remove consent, you will do this

