

## 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: <https://myforms.vsb.bc.ca>.

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 with 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.

The screenshot shows the 'My Forms' page for a user named Johnny Appleseed. At the top right, there is a 'Select Language' dropdown menu with a 'Translate' label and an arrow pointing to it. Below the user's name and school, there is a table of forms. The table has two columns: 'Form' and 'Action'. The first row shows 'Adobe CC Acknowledgement of Use (for students)' with actions 'View my form details' and 'Revoke'. The second row shows 'Adobe CC Consent Form (for parents/guardians)' with the action 'Fill and sign my form'. The third row shows 'CASL Consent Form 2023-2024 (for parents and guardians)' with the action 'Fill and sign my form'. The fourth row shows 'External Media Consent 2023-2024' with the action 'Fill and sign my form'. The fifth row shows 'G4-12 Student AUP' with the action 'Fill and sign my form'. The sixth row shows 'K-3 Student AUP' with the action 'Fill and sign my form'. The seventh row shows 'VSB Media Consent 2023-2024' with the action 'Fill and sign my form'. Red arrows point from labels to these actions: 'View signed form' points to 'View my form details', 'Revoke consent' points to 'Revoke', and 'To be signed' points to 'Fill and sign my form'. At the bottom of the page, there is a footer with 'Terms of Use | Privacy | © 2023 - Vancouver School Board'.

Form	Action
Adobe CC Acknowledgement of Use (for students)	View my form details   Revoke
Adobe CC Consent Form (for parents/guardians)	Fill and sign my form
CASL Consent Form 2023-2024 (for parents and guardians)	Fill and sign my form
External Media Consent 2023-2024	Fill and sign my form
G4-12 Student AUP	Fill and sign my form
K-3 Student AUP	Fill and sign my form
VSB Media Consent 2023-2024	Fill and sign my form

## 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.

Submit My Form

Student Information

School: Gladstone Secondary  
Name: Johnny Appleseed

Form Information

Form Title: Adobe CC Acknowledgement of Use (for students)

Form requiring review

Checkbox signifying consent

Submit button

## Revoking Consent

If you've previously consented to a form but now prefer to remove consent, click 'Revoke'.

Revoke

Are you sure you want to revoke this consent?

Title:  
Adobe CC Acknowledgement of Use (for students)

Form URL:  
/data/43ab0855-9ad1-4273-a1ff-017c0be3b6a2.pdf

Additional information:

Parent/Guardian's email address:  
appleseed@apple.com

Revoke | Back