

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. The page lists several forms with their corresponding actions. Red arrows highlight key features: 'Translate' points to the language selector, 'View signed form' points to the 'View my form details' link, 'Revoke consent' points to the 'Revoke' link, and 'To be signed' points to the 'Fill and sign my form' link.

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

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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.

The screenshot shows the 'Submit My Form' page in the MyForms system. The page is titled 'Submit My Form' and includes a 'Student Information' section with fields for 'School' (Gladstone Secondary) and 'Name' (Johnny Appleseed). The 'Form Information' section shows the 'Form Title' as 'Adobe CC Acknowledgement of Use (for students)'. A preview of the form document is shown, titled 'Adobe Creative Cloud Acknowledgement of Use'. Below the preview, there is a checkbox labeled 'I agree' with the text 'You must give your consent by clicking the "I agree" box'. To the right of the checkbox is a 'Submit' button. Red arrows point to the 'Form requiring review' label, the 'I agree' checkbox, and the 'Submit' button.

Revoking Consent

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

The screenshot shows the 'Revoke' page in the MyForms system. The page is titled 'Revoke' and includes a 'Select Language' dropdown menu. The main heading is 'Are you sure you want to revoke this consent?'. Below this, the 'Title' is 'Adobe CC Acknowledgement of Use (for students)'. The 'Form URL' is '/data/43ab0855-9ad1-4273-a1ff-017c0be3b6a2.pdf'. The 'Additional information' section shows the 'Parent/Guardian's email address' as 'appleseed@apple.com'. At the bottom, there is a red 'Revoke' button and a blue 'Back' link. A red arrow points to the 'Revoke' button.