

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 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 includes a header with the VSB logo, the user's name, and a 'Sign out' link. A 'Translate page' button is visible. Below the header, the user's name and school (Gladstone Secondary) are displayed. A table lists various forms with their corresponding actions:

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 2023-24 (for parents and guardians)	Fill and sign my form
G4-12 Student AUP	Fill and sign my form
New_External_Media_Consent_2023-2024	Fill and sign my form
New_VSB_Media_Consen_2023-2024	Fill and sign my form
Reunification	Fill and sign my form

At the bottom of the page, there is a footer with 'Terms of Use | Privacy | © 2023 - Vancouver School Board'.

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.

Give Your Consent - My Forms

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, you will do this

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