

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 in a web browser. The browser address bar shows 'https://myforms.vsb.bc.ca/StudentHome'. The page header includes the VSB logo, 'Vancouver School Board', 'Home', and a user greeting 'Hello Johnny Appleseed! Sign out'. Below the header, there is a 'Translate' button with a dropdown menu labeled 'Select Language' and 'Powered by Google Translate'. The main content area displays the user's name 'Johnny Appleseed' and school 'Vancouver School Board'. A table lists various forms with their corresponding actions. Red arrows point to specific elements: 'Translate' points to the language dropdown, '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
VSBC 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. At the top, there's a header with the VSB Vancouver School Board logo and a user greeting 'Hello Johnny Appleseed! Sign out'. Below the header, the page is titled 'Submit My Form'. It has two main sections: 'Student Information' and 'Form Information'. The 'Student Information' section shows 'School: Gladstone Secondary' and 'Name: Johnny Appleseed'. The 'Form Information' section shows 'Form Title: Adobe CC Acknowledgement of Use (for students)'. Below these sections is a preview of the form to be signed, titled 'Adobe Creative Cloud Acknowledgement of Use'. A red arrow points to the preview with the label 'Form requiring review'. Below the preview is a checkbox labeled 'I agree. You must give your consent by clicking the "I agree" box.' A red arrow points to this checkbox with the label 'Checkbox signifying consent'. At the bottom of the form, there are fields for 'Parent/Guardian's name', 'Date' (set to 2023-07-25), 'Parent/Guardian's email address' (appleseed@apple.com), and a 'Submit' button. A red arrow points to the 'Submit' button with the label '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. At the top, there's a header with the VSB Vancouver School Board logo and a user greeting 'Hello Johnny Appleseed! Sign out'. Below the header, the page is titled 'Revoke'. It has a sub-header 'Are you sure you want to revoke this consent?'. Below this, there's a 'Title:' field with the value 'Adobe CC Acknowledgement of Use (for students)'. There's a 'Form URL:' field with the value '/data/43ab0855-9ad1-4273-a1ff-017c0be3b6a2.pdf'. There's an 'Additional information:' field. Below this, there's a 'Parent/Guardian's email address:' field with the value 'appleseed@apple.com'. At the bottom, there are two buttons: 'Revoke' and 'Back'.