

MYED BC Instructions for families

1. Log on to MyEducation BC family portal. *reset the password if you have forgotten it.
2. Password RESET support through kitsswitchboard@vsb.bc.ca
3. To enter course requests, first select the “MY INFO” top tab and then the “REQUEST” side tab. You will see specific instructions and information about course selection. **READ THROUGH THESE CAREFULLY!**
4. Click on the “SELECT” button and a list of courses will appear.
5. There WILL be more than one page of requests available to choose from. Use the forward and back arrows on the top left to move between pages of requests: select course requests by placing a check mark next to the course(s) you are selecting and click “OK”.
6. You can input/change your course requests as often as you’d like until the portal closes to students on **Friday February 14th.**
7. Come to the theatre during FIT for help entering your courses on **February 11th and 13th.** All counsellors will be there to help on those days.