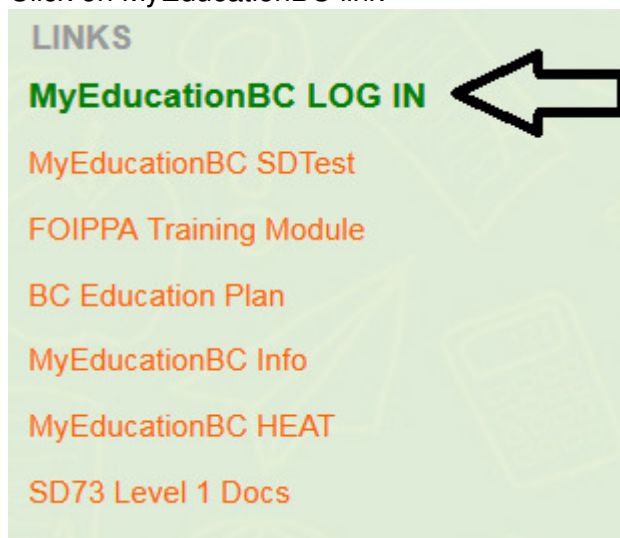


Navigating MyEducation BC

Logging In – When you are using a Linux station at a school, you can log in using a username of ttoc0 up to ttoc20 (depending on how many ttocs are at the school that day) and a password of ttoc-7373.

1. Open a browser and navigate to: myed73.sd73.bc.ca.
2. Click on MyEducationBC link

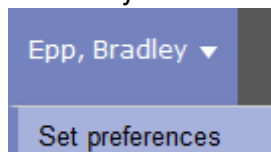


3. Enter your Login ID (your school district email address). Ex. bepp@sd73.bc.ca
4. Enter your password (you will be provided your initial password via email after completing FOIPPA).
5. Once logged in, you will be forced to change your password. Your new password must be at least 8 characters and contain at least one of each:
 - a. uppercase letter
 - b. lowercase letter
 - c. number
 - d. special character (ex. #, \$, %)

Security note: Don't tell your browser to remember your user name and password.

Setting Preferences

1. Click on your name and then Set Preferences (top right of screen).



Elementary TTOC Training Document

Setting General Preferences

- 2. Change Locale to Canada, change # records on page to 30.
Note: if you have a large number of records on the page also check show lower page controls.
- 3. Check/ uncheck Warn on Save if you do/do not want to be warned every time you save. Then press OK.
- 4. Click again on Set Preferences at the top right.

Setting Security Preferences

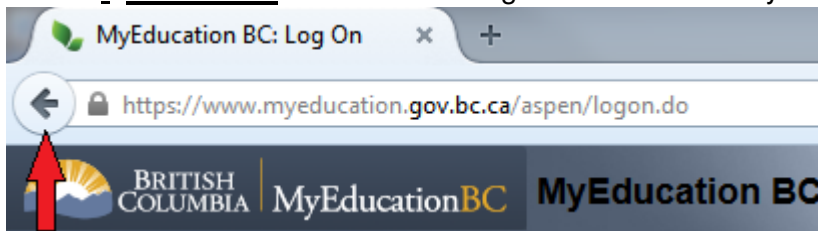
- 5. Complete the table, **do not change the primary email address!**



- 6. You may also check the Security tab and make changes if you wish, such as putting in your alternate email address.

Navigation

- 1. When navigating within the MyEducationBC environment, use the buttons in the software to navigate the site. **Do not use** the browser navigation buttons once you have entered into MyEducationBC



- 2. Make sure to allow "pop-ups" for this site.

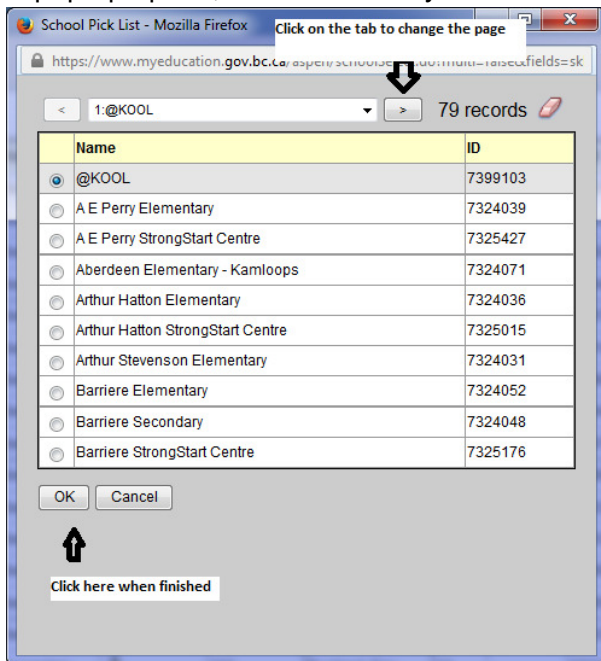
Elementary TTOC Training Document

Selecting the Worksite

As a TTOC you can “view” all of the schools in the district. You cannot do any work in the system until you select the school you are working at.

Select School

1. Click on Select School (top right hand corner)
2. A pop up opens, use it to select your worksite.

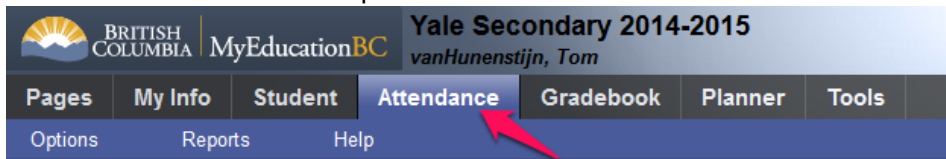


Note: if you cannot see information on the Pages top tab, go see the school secretary to connect your account to the teacher you are TTOCing for.

Attendance Tutorial

Attendance (Elementary Schools)

1. Click on the **Attendance** top tab.



2. For morning attendance, click on the ATT--AM course. For afternoon attendance, click on the ATT--PM course.

