

ASPEN GUIDE

Parent/Guardian Online Aspen Account Request & Student Registration

Creating a Parent Account

(If you already have a Parent Account in Aspen/MyEducationBC, you can go straight to Page 3 of this document. If you have forgotten your username or password, please contact your school office.)

1. Go to <https://myeducation.gov.bc.ca/aspen/logon.do>
 - Use Chrome as your web browser. Note: Online Registration is not currently available on mobile devices.
2. Click on 'Request an account'.
3. Select Account Type. Click on 'Next Step'.

MyEducation BC Prod

MyEducation BC Login ID

[Request an account](#)

MyEducation BC Password

[Login Information](#) [I forgot my password](#)

Login using BC Services Card below

Enterprise
BCSC Production SSO

Account Type

Please choose one of the available account types below.

I am a parent/guardian registering my child online
Choose this option if you have never created a MyEducation BC account

[Click here to have the account validation email resent](#)

4. Enter your information in the required fields. Note: this information will be connected to the student's record as a contact. Click on 'Next Step'.

Create Your MyEducation BC Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

Legal first name *

Legal last name *

Street address *

RR Number / PO Box

City *

State/province *

Postal code *

Home phone *

School District *

5. Enter your email address and create a password. Click on 'Requirements' for information about password requirements. Update security question and answer fields. Click on 'Create My Account'.

Account Information

Please fill in your user account information below.

Primary email *

Confirm email *

Password * [Requirements](#)

Confirm Password *

Security question *

Security answer *

Confirm answer *

[← Previous Step](#) [Create My Account](#) [✖ Close](#)

6. Read the confirmation message. Click on 'Close'.

Confirmation

✔ Account request processed!

[Next step](#)

A verification email will be sent to the email address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

[✖ Close](#)

7. Check your email and click on the link in the verification email to activate your account. If you don't see the email, check your Spam/Junk folder.

Hi Test Parent,

Thank you for requesting a MyEducation BC Family Portal account.

Your request was submitted using this email address. Please [click here](#) to verify your email address and activate your account.

If you didn't request a MyEducation BC Family Portal account, please [click here](#) to cancel the request.

Thank you,
MyEducation BC System Administrator

8. Once you have successfully verified your account, you will see an Email Validation message.

Email Validation

✔ Verification completed successfully!

Your account is now active. You can login to [MyEducation BC](#) and register your child.

[✖ Close](#)

Creating a New Student Registration

1. Log in to your Aspen/MyEducationBC account at <https://myeducation.gov.bc.ca>. Under 'Start a New Student Registration', click on 'Initiate'.



2. In the Start Tab, select 2024-2025 in School Year Selection. Click 'Next'. Note: You can click on 'Save & Close' at any point, so that you can save your work and return to your registration later.

A screenshot of the registration process in the 'Start' tab. The 'Start' tab is highlighted with a red box. Below the tabs is a green header with the text "Instructions". The instructions section contains text about completing tabs and saving work. Below the instructions is a green header with the text "School Year Selection". Under "School Year Selection", there are two radio buttons: "2023-2024" and "2024-2025". The "2024-2025" radio button is selected and highlighted with a red box. At the bottom of the form, there are four buttons: "Previous", "Save & Close", "Next", and "Cancel". The "Next" button is highlighted with a red box.

3. In the Student Tab, enter your child's legal name, gender and date of birth exactly as it is shown on their government-issued ID. Complete all required fields (indicated by *). Note: Do not enter any information in the BC Personal Health Number field. Click on 'Next'.

A screenshot of the registration process in the 'Student' tab. The 'Student' tab is highlighted with a red box. Below the tabs is a green header with the text "Student Information". The "Student Information" section contains several fields: "Legal Name" (First, Middle, Last, Suffix, Gender), "Preferred Name" (First, Middle, Last), "PEN", and "BC Personal Health Number". Below this is a dropdown menu for "If you wish to voluntarily identify this student as being a person of Indigenous Ancestry, select one:". Below the "Student Information" section is a green header with the text "Birth and Citizenship". The "Birth and Citizenship" section contains several fields: "Place of birth" (Country of birth, Province of birth), "Country of citizenship", "If not born in Canada" (Arrival in BC, Arrival in Canada). Below the "Birth and Citizenship" section is a green header with the text "Age and Grade Level". The "Age and Grade Level" section contains several fields: "Date of birth (dd/mm/yyyy)", "Age", and "Grade Level".

- In the School Tab, select Yukon Schools and select the name of the school in your [attendance](#) area. Click on 'Next'.

School Selection

All School District Websites provide detailed information around Kindergarten registration details that are unique to their own district processes. The Ministry provides details around Full Day Kindergarten here.

Below you will see a list of schools participating in online registration based on the selected school district and the calculated grade level. Please select from this list. If the school desired is **not listed** as a participant to online registration:

- Ensure you have the correct School District selected
- Indicate the desired school in the **Comment** field on the Submit tab
- Contact the desired school for registration information

Note: If the district you are registering for is not available in the list, please check that district's website for their registration process.

School district: Yukon Schools

Required: Select the school appropriate for your address Grade: KF

Filter this list by school name or city:

	Requested School	Address	City	Phone	Start Grade	End Grade
<input checked="" type="radio"/>	Christ the King Elementary	20 Nisutlin Dr	Whitehorse	867-667-3527	KF	07
<input type="radio"/>	Elijah Smith Elementary	1399 Hamilton Blvd	Whitehorse	867-667-5992	KF	07

- In the Family/Contacts Tab, your name and contact information will automatically appear.
 - Click on the blue hyperlink on your first name. A new dialogue box will appear (see Family/Contacts image on next page). Update all fields with your information. Click 'OK'.
 - Add at least two additional contacts (parent/guardian/emergency) by clicking on 'Add'. Enter the contact's details in the dialogue box that appears (see Family/Contacts image on next page). Click 'OK'.

Note: Emergency contacts are people the school can contact in the event of an emergency if neither parent/s nor guardian/s are available.

 - Siblings – Click 'Add' to enter information about any school-aged siblings currently attending a Yukon school.
 - When you have finished adding contacts and/or siblings, click on 'Next'.

Parent/Guardian/Other Contact

Click on your name to complete your own record, then select **Add** to add any additional contacts. You must complete the relationship field for each contact you add. Click on the contact's first name to finish filling out any missing information.

	First Name	Last Name	#	Relationship	Phone 1	Phone 1 Type	Phone 2	Phone 2 Type	Email
<input type="checkbox"/>	Kate	Sullivan	1	Mother	867-335-3454				123@gmail.com

Add Delete

Siblings

Click **Add** to add any siblings who are ALREADY attending a school in this district.

First Name	Last Name	Sibling Grade	School Name
No matching records			

Add Delete

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to save your work and return to complete the registration application later.

← Previous Save & Close Next → ✕ Cancel

Family/Contacts Tab – Adding Parent/Guardian and Emergency Contacts.

Complete all fields on this form for parents/guardians, except for Alternate Email. For emergency contacts, you only need to add name, relationship, phone numbers and update contact questions.

Click 'OK' to return to the Family/Contacts Tab.

Complete this form for at least one parent/guardian

First name *

Last name *

Relationship *

Allow portal access?

Email Address

For custodial parents/guardians, a primary email is required.

Email

Primary email

Alternate email

Phone Information

Priority #	Type	Number
Home phone *	<input type="text"/>	<input type="text"/>
Work phone	<input type="text"/>	<input type="text"/>
Cell phone	<input type="text"/>	<input type="text"/>

Phone numbers will be formatted according to the pattern:
'918-123-4567'
or with an extension
'918-123-4567 x123'

Contact Questions

Does this contact live with this student? Yes No

Is this contact a guardian for this student? Yes No

Can this contact pick up the student? Yes No

Address fields are optional for non-custodial contacts

Physical Address

Is the physical address the same as the student?

Mailing Address

Mailing address same as the physical address?

OK Cancel

6. In the Additional Information Tab, enter any relevant information in the following areas:

- School History – Enter any prior school history, including Learning Together or StrongStart Programs.
- Medical Information – Click 'Add' to enter any medical condition(s) and select Yes or No to indicate if the condition is life-threatening. Use the Medical Notes field to provide further information if necessary.
- Student Services Support and Language Information – Complete these fields with the requested information.

Click 'Next'.

Start Student School Family/Contacts **Additional Information** Documents Submit

School History

Last School or StrongStart/Program of Attendance

No previous school <input type="checkbox"/>	Previous school address <input type="text"/>
Date last attended <input type="text"/>	Previous school city <input type="text"/>
Reason for leaving <input type="text"/>	Previous school province <input type="text"/>
Previous school grade <input type="text"/>	Previous school country <input type="text"/>
Previous school district <input type="text"/>	Comment <input type="text"/>
Previous school name <input type="text"/>	
Previous school phone <input type="text"/>	

Has the student ever attended a school in this District?
If yes, what is the name of the last school attended in this District?

Medical Information

Does this student have a medical condition? Click Add and provide a description of the condition.

Medical Condition	Life Threatening
No matching records	

Enter any additional medical notes

Student Services Support

Has the student previously received Student Services Support?
Type of Program (if known)

Language Information

What was the student's first language spoken (native language)?

What are the primary languages used in the home regardless of the language spoken by the student?

What additional languages are spoken by the student?

All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to save your work and return to complete the registration application later.

7. In the Documents Tab – Click on 'Upload' to upload a digital copy or a photo (.jpeg or .pdf formats) of your child's government-issued ID. If relevant to your child's application, please also upload a digital copy of the [Catholic schools of Whitehorse admission package](#) and your child's baptismal certificate.

Note:

- Once the student registration is accepted or denied by the school, any uploaded documentation will be deleted by an overnight process.

- If you are unable to upload the digital documentation, skip this step. You will need to make an appointment at the school at a later date to bring paper copies in for verification.
- Do not upload proof of residence.

Click 'Next'.

Start Student School Family/Contacts Additional Information **Documents** Submit

Documentation

Required Documentation for Students New to the District

The following is a list of required documentation to complete school registration. You may:

- Upload documents with your registration application or
- Provide documentation directly to the school prior to acceptance of your registration application

Proof of school age and status in Canada. This can be shown using the following forms of identity verification documents:

- BC Services Card, Birth Certificate, Valid Passport, Immigration Documents, Permanent Residence Card for both you and your child
- Proof of ordinary residence (a document such as your current year property tax receipt, current month rental receipt, or a purchase/rental agreement)

Note: Further documentation may be requested.

Name	Filename	Document
No matching records		

Upload **Delete**

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to save your work and return to complete the registration application later.

Previous **Save & Close** **Next** **Cancel**

8. Submit Tab – Enter any final comments related to your child’s registration before submitting.

Note:

- If you are registering your child for Selkirk Elementary School, please indicate if the registration is for the English stream or French Immersion program.
- If you still need to add additional information in other tabs, click 'Previous' to go back, or 'Save & Close' to save your work.

If you are ready to submit, click on 'Submit'. This will send your application to the school you selected and you will no longer be able to edit your application.

Start Student School Family/Contacts Additional Information Documents **Submit**

Done!

Congratulations! You have reached the end of the Registration application.

Comment : Enter any final notes or comments for the registrar (optional)

You may click **Save and Close** at any time to save your work and return to complete the registration application later.
Before submitting your registration application, please review the information you have entered by clicking on each tab.

Note: Once you click the **Submit** button you will not be able to edit this Registration application.

Previous **Save & Close** **Next** **Submit** **Cancel**

8. Once you click on Submit, you will receive the following message. Click on 'Print' to print a copy of your submission.

Thank you for completing this online registration.

The next step is for the school to review and accept the registration. [You will receive an email notification when your registration has been accepted.](#)

Name	Description	Print
Online Registration Summary		<input checked="" type="checkbox"/>

9. Check your email for confirmation from the school that your child's registration has been received.

Subject: FW: Online Registration for test student received

This is confirmation that we have received the registration you submitted for {student name}.

The office will review your registration. Once accepted, you will be notified at this email address with a confirmation of the assigned school.

Thank you for using our Online Registration system.

What happens next?

Online registration for Kindergarten begins on February 1, 2024.

The school will review your child's registration and

- Request any further information or documentation that is needed.
- If your child's registration is not accepted by the school you selected, the school will contact you to tell you what the next steps are.

Once your child's registration has been accepted by the school, you will receive an email confirmation. Your school will also contact you to share additional information about kindergarten orientation and other important school dates, etc.