

## COLUMNEETZA JUNIOR SECONDARY

250-392-4158

1045 Western Avenue Williams Lake, BC V2G 2J8



## <u>View/Print – Student's Learning Update</u>

- When Learning Updates are published to the portal, it will appear under the Published Reports heading as a hyperlinked PDF document. You will receive an email once they have been published to the portal.
- Note School must have parent's email address in advance to ensure they receive the notification.
- 1) Visit MyEducation Login
  - Note Both login username and password are case sensitive.
  - If forgotten your password, please follow the *Password Recovery* directions on our website, hyperlink – <u>MyEd Support</u>
- 2) On the main page of the portal under *Published Reports* click on the PDF document on the right-hand side to view and download the Learning Update.



- Note Learning Updates will <u>not remain posted</u> to the portal indefinitely, please download a copy as soon as possible.
- The school district disables MyEd accounts over the summer break. Consequently, the final Learning Update will expire by the middle of July. Parents can access previous years marks through the student's *Transcript* tab once MyEd has been reactivated.
- 3) Log out once downloaded and/or printed.