

BC Student Permission Online Forms

September 2020

The following permission forms will now be completed online via your Family Portal on MYEDBC:

- Email & Auto Dialer Calls
- Field Trip
- Internet Access
- Release of Info to PAC
- Walk from Home



STEP 1

Clear Browser Cache and History when logging in.

Windows: Ctrl + F5 in most browsers

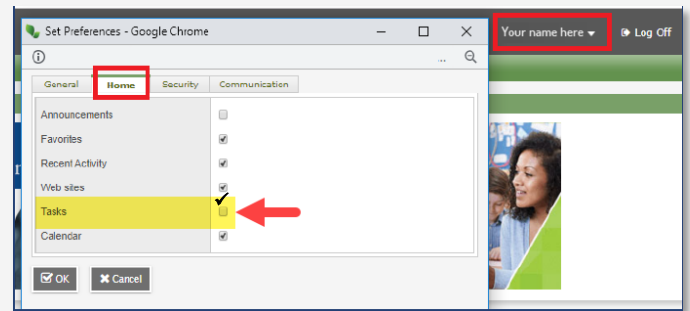
Mac: Command + shift + R in most browsers

Mobile user → click [HERE](#)

STEP 2

Enable the Task Widget on your Home Screen

1. Log in to your MYEDBC Family Portal
2. Click your name on the top right of the screen
3. Click **Set Preference** option
4. Click **Home** tab
5. Select **Tasks** check box
6. Click **Ok**

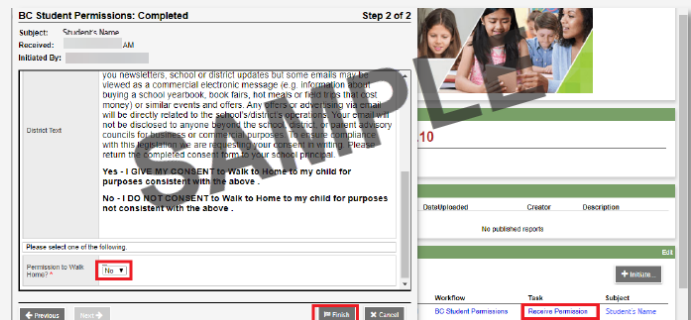


STEP 3

Once the Task widget is enabled, you will be able to see available permission form tasks that need to be completed.

1. Click the *task name* in the task widget
2. Review the student details and click **Next**
3. Review the Custom text and all the information on the form
4. Select **Yes** or **No** from the permission drop down

Once you have completed the form and click **Finish**, the form is submitted to the school and the task is removed from the Task widget for all of that student's contacts.



To use online forms, **first** clear your browser cache and history. **Then** add the Task widget to your user account home screen.

All forms can be completed from the Task widget on the Home screen.

Wish to change a response after clicking Finished?

→ Please contact your school directly