



Coast Mountains Board of Education School District 82

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To: All CMSD82 Employees
cc: CMTF Co-Presidents & CUPE Local 2052 President
From: Janet Meyer, Director of Instruction, School Support
Date: August 21, 2015
Subject: MyEducationBC Update
- New Student Information System Implementation



Dear CMSD82 Employee:

Welcome to the 2015-2016 school year! I hope everyone has had a wonderful summer and is looking forward to the new school year. *As previously shared with all staff, MyEducationBC will go live on Monday morning, August 24, 2015. This means we will be operating in the school district's "live data" and no longer within a test environment.*

On Monday morning the CMSD82 Implementation Team for MyEducation BC will be engaged in support sessions with Fujitsu to accomplish post-conversion tasks. These tasks will involve initializing calendars, creating user accounts for staff, assigning bell schedules, assigning homerooms and assigning calendars to students, etc.

It is the goal of the CMSD82 Implementation Team to activate as many staff as quickly as possible in MyEducationBC. Priority activation may be given to Resource Teachers. *Please do not assume you will receive a username and password as early as Monday, August 24. The Implementation Team will be providing usernames and passwords as soon as possible.*

For your information, please find a few points related to usernames and passwords:

- Your username name will consist of your first initial/last name.
- The password will be generic until the first time you log in and change your password.
- Please ensure that you include your email address in the initial change screen; this will enable the "forgot my password" functionality should you ever need it.
- Inclusion of phone numbers, addresses, etc. of staff is entirely up to the individual staff members. Level One support personnel will not be entering personal/private information of any staff members.
- Confirmation of your username and password will come from your School Principal as soon as they are complete.

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Scheduled In-Service	Date	Time	Location
Clerical In-Service	September 3, 2015	To Be Confirmed	To Be Confirmed
Kitimat Learner Support In-Service	September 9, 2015	1:00pm-3:00pm	To Be Confirmed
Open House	September 10, 2015	4:00 p.m.-5:30 p.m.	Caledonia Secondary, Hazelton Secondary & Mount Elizabeth Middle/Secondary Schools
Parkside Learner Support In-Service	September 11, 2015	10:00am-12:00noon	Yellow School House (Board Office Complex)
Terrace Learner Support In-Service	September 14, 2015	1:00pm-3:00pm	Yellow School House (Board Office Complex)
Terrace Learner Support In-Service	September 15, 2015	1:00pm-3:00pm	Yellow School House (Board Office Complex)
Hazelton Learner Support In-Service	September 17, 2015	1:00pm-3:00pm	To Be Confirmed
Open House	September 17, 2015	4:00pm-5:30pm	Caledonia Secondary, Hazelton Secondary & Mount Elizabeth Middle/Secondary Schools
Stewart Learner Support In-Service	September 22, 2015	9:00am-11:00am	Bear Valley School

In addition to the above-listed local in-service sessions, there are also very valuable *live training sessions* forthcoming. Training sessions will include:

Learning Event	Date	Time
Student Scheduling	September 1, 2015	10:00am - 12:00noon
Teacher Gradebook	September 2, 2015	1:00pm - 3:00pm
Class Size	September 4, 2015	10:00am - 12:00noon
1701	September 8, 2015	1:00pm - 3:00pm
Student Services Startup	September 9, 2015	10:00am - 12:00noon
TRAX	September 10, 2015	1:00pm - 3:00pm
At-Risk Student Tracking	September 22, 2015	10:00am - 12:00noon
Report Cards - Elementary Schools	October 8, 2015	1:00pm - 3:00pm
Report Cards - Middle/High Schools	October 9, 2015	10:00am - 12:00noon
SADE	October 14, 2015	10:00am - 11:30am
Groups and Pages	November 17, 2015	9:00am - 11:00am

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The aforementioned live training sessions will also be recorded and can be found after the date on the Integrated Services Website (ISW) website at www.isw-bc.ca under MYEDBC General Resources. If you would like access to these live sessions, please contact me or Lynn Lindstrom for access codes and directions (contact information provided below).

For your information, please find listed below the members of the CMSD82 Implementation Team:

CMSD82 Team	Name / Title	Email	Contact No.
Executive Sponsor, Project Manager & District Training Coordinator	Janet Meyer Director of Instruction	janet.meyer@cmsd.bc.ca	250-638-4480
Technical Support Staff 1	To Be Advised Manager of Information Technology		
Data Validation Coordinator	Lynn Lindstrom Level One Support	lynn.lindstrom@cmsd.bc.ca	250-638-4429
District Trainer 1	Keith Axelson Principal, Caledonia Secondary School	keith.axelson@cmsd.bc.ca	250-635-6531
Business Process Review Coordinator	Alanna Cameron Secretary Treasurer	alanna.cameron@cmsd.bc.ca	250-638-4434
Terrace Support	Phillip Barron Principal, Skeena Middle School	phillip.barron@cmsd.bc.ca	250-635-9136
Terrace Support	Cory Killoran Vice Principal, Skeena Middle School	cory.killoran@cmsd.bc.ca	250-635-9136
Terrace Support	Pam Kawinsky Principal, Suwilaawks Community School	pamela.kawinsky@cmsd.bc.ca	250-638-0306
Kitimat Support	Dan Striker Vice Principal, Mt. Elizabeth Middle/Sec.	daniel.striker@cmsd.bc.ca	250-632-6174
Kitimat Support	David Mills Principal, Nechako Elementary School	david.mills@cmsd.bc.ca	250-632-2912
Hazelton/Kitwanga/Stewart Support	Mark Newbery Principal, Hazelton Secondary School	mark.newbery@cmsd.bc.ca	250-842-5214
Hazelton/Kitwanga/Stewart Support	Kristin Spooner Secretary, Hazelton Secondary School	kristin.spooner@cmsd.bc.ca	250-842-5214

It is the intention of the CMSD82 Implementation Team to make the transition to MyEducationBC as smooth as possible. If you have any questions related to MyEducationBC or the transition process, please feel free to discuss it with your School Principal or Vice Principal. If there is anything we can do to make this transition more effective, please do not hesitate to contact us.