

Important Information about Addresses and Contact Records in MyEducation BC

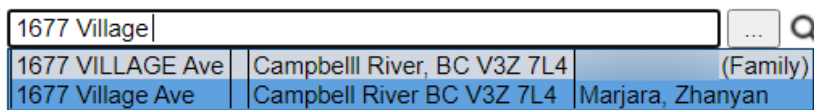
Information about Addresses

MyEducation BC offers the functionality of sharing addresses. If an address is shared between a student, sibling or contact, subsequent changes to the shared address will prompt the user to choose if they want to update the address for any or all records attached to the shared address. Updating all records attached to the shared address could result in updating records for another school. Therefore, **it is recommended to not share addresses** within MyEducation BC, but to enter them manually instead. This will avoid making changes to another school's data. Avoid selecting an address from an address list of values when entering an address. This automatically shares an address.

What is an address list of values?

Note: The screen captures below have been taken from a scrambled environment.

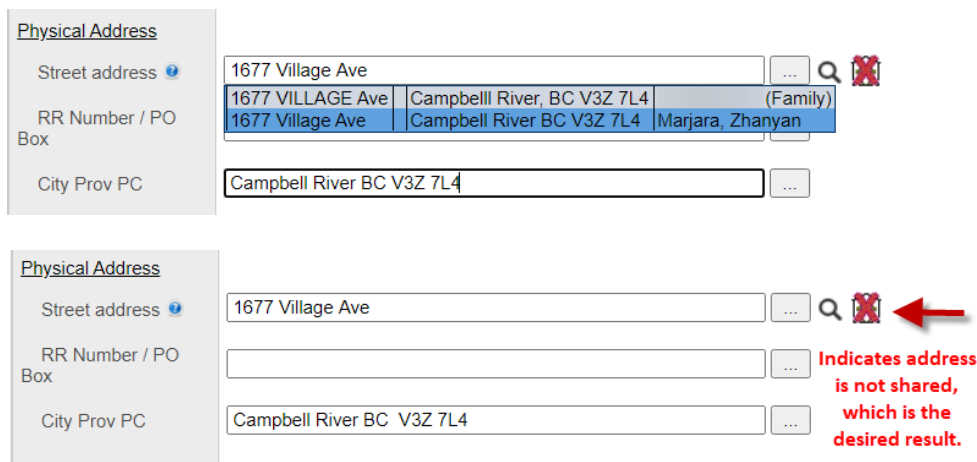
If an address is already in MyEducation BC, attached to a sibling or contact, autofill suggestions may appear as the address is typed. This is what is referred to as the address "list of values":



A screenshot of a text input field containing "1677 Village". Below the input field is a dropdown list with three items:


1677 VILLAGE Ave	Campbell River, BC V3Z 7L4	(Family)
1677 Village Ave	Campbell River BC V3Z 7L4	Marjara, Zhanyan

When a value is selected from the list, it will automatically populate the entire address and identify it as a shared address between the student and the sibling or the selected contact. Subsequent changes to this shared address will prompt the user to choose if they want to update the address for any or all records attached to the shared address. **Please do not select the address from the list of values**, instead manually type it in and save the change:



Two screenshots of the "Physical Address" form. The top screenshot shows the "Street address" field populated with "1677 Village Ave" and a dropdown list of suggestions. A red 'X' icon is visible next to the dropdown. The bottom screenshot shows the same form with the "Street address" field manually typed as "1677 Village Ave". A red arrow points to the dropdown menu, which is now empty. A red text box next to the arrow reads: "Indicates address is not shared, which is the desired result."

What if I did select an address from the list of values? How do I fix this?

A shared address will show a "house" icon  next to it. Click on the icon to see who the address is shared with.

Click the Detach button and save the change on the next screen:

Shared Address


Street address 1677 VILLAGE Ave
RR Number / PO Box
City Prov PC Campbell River, BC V3Z 7L4

Shared with

Name	Type
	Family
Marjara, Zhanyan	Student
Dalzotto, Yarina	Contact
Graffunder, Salimata	Contact
Tsimoshkina, Yingjuan	Contact

Close Detach Clear

You will be prompted to indicate which people should be changed to the new address. Do not move anyone from the “Old Physical Address” window to the “New Physical Address” window. Doing so will result in the address being shared again. Simply click the Save button to save this address for the contact listed in the “New Physical Address” window:

You are changing a shared physical address 

Please review the list of people sharing the old address and **Add** those whose address should also be changed to the new address.

Old physical address:

1677 VILLAGE Ave
Campbell River, BC V3Z 7L4

(Family)
Marjara, Zhanyan (Student)
Graffunder, Salimata (Contact)
Tsimoshkina, Yingjuan (Contact)
Dalzotto, Yarina (Contact)

Do not move anyone from this list to the "New Physical Address" window to the right. This will result in the address being shared again.

Add All >>

Add >

<< Remove

New physical address:

Barriolarubarth, Kiyera
1677 VILLAGE Ave
Campbell River, BC V3Z 7L4

Simply click the Save button to save this address for this contact.

Save Cancel

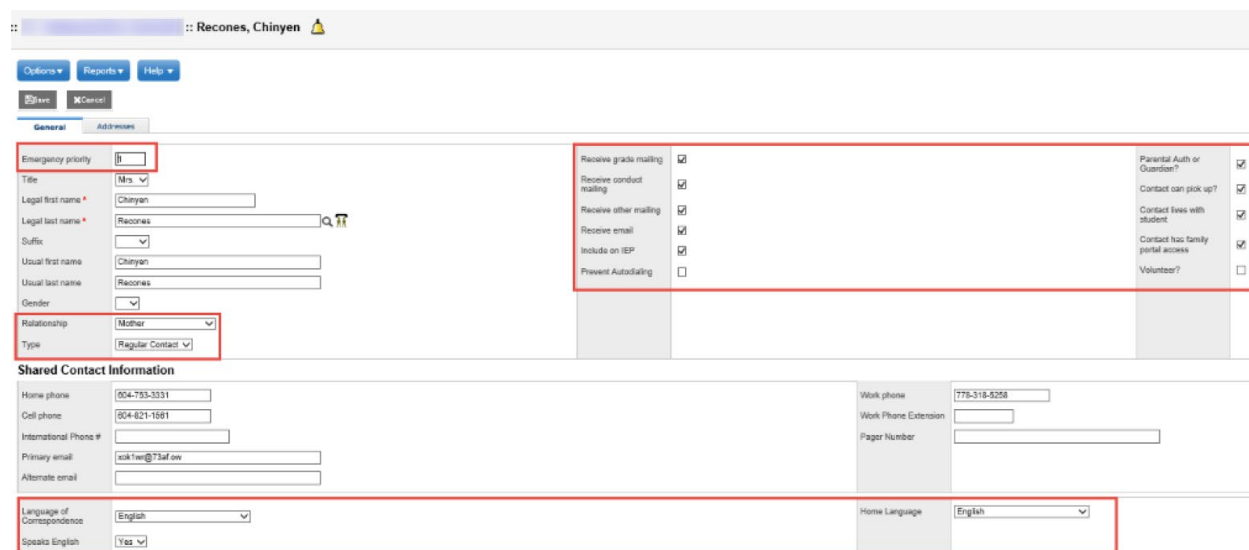
Repeat this process for anyone who was sharing this address.

Information about Contact Records

MyEducation BC also offers the functionality of sharing contacts. Some information in the contact’s record belongs to the student relationship and other information belongs to the contact’s person record, which if changed will change for the person everywhere they appear in MyEducation BC.

Why is this significant? Concerns have been expressed to us by schools about their data being changed without their knowledge. It can happen when an address or contact record is shared. We've heard of an instance where one of our VPs needed to contact a parent about a student at their school and the existing contact record had been changed with information for a different person. The person at the other end of the telephone had no idea who the VP was talking about. How awkward would that be?! If an existing contact record has been changed to information for a different person, it could affect what the person sees when they log into the MyEducation BC Family portal, i.e. no longer being able to see their own children's information, but instead the information for someone else's children. **Please do not share contact records and please do not change existing contact records with information for a different person.** If a contact is no longer applicable to the student, the contact can be deleted. This will remove the connection to the student. Once deleted, the record for the contact will still be available to select for another student, if applicable.

The outlined fields below belong to the student **contact relationship**. Changes to the outlined fields are limited to this screen **for this student only**:



The screenshot shows a web form for a contact record. The user is logged in as 'Recones, Chinyen'. The form has tabs for 'General' and 'Addresses'. The 'General' tab is active. The form is divided into several sections:

- Emergency priority:** A dropdown menu with 'B' selected.
- Title:** A dropdown menu with 'Mrs.' selected.
- Legal first name:** A text input field containing 'Chinyen'.
- Legal last name:** A text input field containing 'Recones'.
- Suffix:** A dropdown menu.
- Usual first name:** A text input field containing 'Chinyen'.
- Usual last name:** A text input field containing 'Recones'.
- Gender:** A dropdown menu.
- Relationship:** A dropdown menu with 'Mother' selected.
- Type:** A dropdown menu with 'Regular Contact' selected.
- Shared Contact Information:**
 - Home phone:** 804-793-3331
 - Cell phone:** 804-821-1881
 - International Phone #:** (empty)
 - Primary email:** csktner@73af.ow
 - Alternate email:** (empty)
 - Work phone:** 778-318-8258
 - Work Phone Extension:** (empty)
 - Pager Number:** (empty)
 - Language of Correspondence:** English
 - Speaks English:** Yes
 - Home Language:** English
- Notification Preferences:**
 - Receive grade mailing:
 - Receive conduct mailing:
 - Receive other mailing:
 - Receive email:
 - Include on IEP:
 - Prevent Autodialing:
 - Parental Auth or Guardian?:
 - Contact can pick up?:
 - Contact lives with student:
 - Contact has family portal access:
 - Volunteer?:

The remaining fields, including the address tab, is demographic information that belongs to the contact's **person record**. If the person record fields are changed, **they will be changed for the person everywhere they appear in MyEducation BC. Updating existing contact records with different demographic information will change the person's demographic information across the province. Do NOT** update existing contact records with information for a different person.

This information can be found on **pages 37 and 38** of the **Enrollment Management and Student Demographics guide**, which is available here:

<https://www.myeducationbc.info/resources/school-users/> - the link is titled "Enrollment and Demographics".


I have shared contact records. How do I fix this?

The screen capture below shows the icon indicating this is a shared contact:

General
Addresses

Primary District	61	
Emergency priority	<input type="text" value="1"/>	
Title	<input type="text" value=""/>	
Legal first name *	<input type="text" value="Minnie"/>	
Legal last name *	<input type="text" value="Mouse"/>	
Suffix	<input type="text" value=""/>	
Usual first name	<input type="text" value="Minnie"/>	
Usual last name	<input type="text" value="Mouse"/>	

This icon indicates this is a shared contact.



Clicking on this icon will show you who the contact is shared with:

Shared Contact

Name	Mouse, Minnie
------	---------------

Shared With

Name	YOG	Relationship
Toufic, Karenhelena	2020	Mother
Guerrakinnis, Ayzia	2024	Aunt


✕ Close

🗑 Clear

Clicking on the “Clear” button will clear all of the information from the contact’s person record, such as the address and demographic information. You may want to have a copy of the most recent student information verification form available so you can re-enter it. Once you re-enter the information and save it, the icon will change to indicate the contact is no longer shared:

Primary District	61	
Emergency priority	<input type="text" value="1"/>	
Title	<input type="text" value=""/>	
Legal first name *	<input type="text" value="Minnie"/>	
Legal last name *	<input type="text" value="Mouse"/>	
Suffix	<input type="text" value=""/>	
Usual first name	<input type="text" value="Minnie"/>	

This icon indicates the contact record is not shared.





How does sharing of contact records happen?

When registering a student, Step 1 of the registration wizard has a checkbox for “Search for related student”. Selecting this checkbox when registering a student will automatically share contacts with the student’s siblings. Please do not select this checkbox when registering a student to avoid sharing contacts.

Student Registration: Select Student



New student

Legal last name *	<input type="text"/>
Gender *	<input type="text" value="v"/>
Date of birth (dd/mm/yyyy) *	<input type="text"/>  Age

Search for related student 

Selecting this checkbox when registering a student will automatically share contacts with the student's sibling(s). Please do not select this checkbox when registering a student to avoid sharing contacts.

Another way a contact record would be shared is when you are entering the last name into the record and you click the magnifying glass next to the Legal last name field. Selecting a record from the list will automatically share the contact.

Primary District	61	Selecting a name from the list after clicking the magnifying glass will result in the contact record being shared. Manually type in the name to avoid this.
Emergency priority	<input type="text" value="1"/>	
Title	<input type="text" value="v"/>	
Legal first name *	<input type="text" value="Minnie"/>	
Legal last name *	<input type="text" value="Mouse"/>  	
Suffix	<input type="text" value="v"/>	
Usual first name	<input type="text" value="Minnie"/>	