

SD28 MYED

ADDRESS ENTRY GUIDE

UPDATED SEPT 2026



SD28 ADDRESS PROCEDURE

As of this year SD28 will proceed with using unique (non-shared) addresses for all contacts and students in MyEd. This means that when entering or changing addresses the user must be sure to clarify with the individual exactly who the move will include, and then they will need to enter/update each address manually. Do not link (share) the addresses after you enter them.

MYEDUCATION BC HOW TO ENTER A NON-SHARED ADDRESS QUICK CHECKLIST

- ☐ For Students navigate to:
 - STUDENT top tab > DETAILS side tab > ADDRESSES leafFor other contacts, navigate to:
 - STUDENT top tab > CONTACTS side tab > choose a contact > ADDRESSES leaf
- ☐ In the *Physical Address* section, type the address into the “Street Address” field
Do not click on the auto complete drop down (if it shows up) otherwise it may share the address with other records
- ☐ Click on the  button to the right of the street address to validate it. In the pop-up screen, click the *Validate* button and make sure it populates the address into the Address Components section of the window. Click *Okay*.
Do not check the “User Validated” box unless the auto validate is not working with the address and you use Canada Post standards to populate it manually (see below for more details)
- ☐ If the *Physical Address* section indicates this  icon, click on it, then in the pop-up screen, click *Detach* to break the connection. The icon should now look like this 
- ☐ In the *Mailing Address* section, check “is identical”, or type in and validate a mailing address if needed.

MYEDUCATION BC HOW TO ENTER A NON-SHARED ADDRESS DETAILED STEP-BY-STEP

For students, go to the
STUDENT top tab >
DETAILS side tab >
ADDRESSES leaf

The screenshot shows the MYEDUCATION BC interface. At the top, there are tabs: Pages, School, Student, Staff, and Attendance. The 'Student' tab is selected. On the left, there is a 'Details' side tab. Below it, there are buttons: Options, Reports, and Help. Below these buttons are 'Save' and 'Cancel' buttons. Below the buttons are tabs: Demographics, Addresses, Alerts, Citizenship, Programs, and Permissions. The 'Addresses' tab is selected. Below the 'Addresses' tab, there is a 'Physical Address' section with three input fields: Street address (1344 Webber Rd), RR Number / PO Box, and City Prov PC (Quesnel BC V2J 6S9). There are also search and home icons to the right of the input fields.

For other contacts, go to the
STUDENT top tab >
CONTACTS side tab >
click on a priority number
then select ADDRESSES leaf

The screenshot shows the MYEDUCATION BC interface. At the top, there are tabs: Pages, School, Student, Staff, and Attendance. The 'Student' tab is selected. On the left, there is a 'Contacts' side tab. Below it, there is a table with columns: Priority, Name, Type, Relationship, LivesWith, and P. The table has five rows, each with a priority number (1, 2, 3, 4, 5) and a checkbox. The first row (Priority 1) is selected. Below the table, there is a 'Related Students' section. Below the 'Related Students' section, there are buttons: Options, Reports, and Help. Below these buttons are 'Save' and 'Cancel' buttons. Below the buttons are tabs: General, Addresses, and Alerts. The 'Addresses' tab is selected. Below the 'Addresses' tab, there is a 'Physical Address' section with three input fields: Street address (1344 Webber Rd), RR Number / PO Box, and City Prov PC (Quesnel BC V2J 6S9). There are also search and home icons to the right of the input fields.



Options ▾ Reports ▾ Help ▾

Save Cancel

General Addresses

Physical Address

Street address ...

RR Number / PO Box

City Prov PC

Type the address into this field
Do not click on the auto-populated
drop-down if it appears

Click the ... button to
open the validation
screen

myeducation.gov.bc.ca/aspen/addressParser.do?value1=1344...

https://myeducation.gov.bc.ca/aspen/addressParser.do?value1=1344%20Webbe...

Street address ☒ Validate

User validated ☐

Address components

Apt / Unit / Complex

Street number

Street prefix

Street name

Street type

Street post direction

Street pre direction

☒ OK ☐ Cancel

Click Validate

Make sure the Address
Components populate
after validation

Click OK



Do not check the "User validated" box unless the auto validate is not working with the address. Use Canada Post standards to enter it manually (see the tips at the end of this guide for more details).

Options ▾ Reports ▾ Help ▾

Save Cancel

General **Addresses**

Physical Address

Street address ⓘ 1344 Webber Rd

RR Number / PO Box

City Prov PC Quesnel BC V2J 6S9

Repeat for RR Number / PO Box
and City Prov PC fields

Options ▾ Reports ▾ Help ▾

Save Cancel

General **Addresses**

Physical Address

Street address ⓘ 1344 Webber Rd

RR Number / PO Box

City Prov PC Quesnel BC V2J 6S9

This icon means the address is
shared. Click this button to open
the *Shared Address* screen

myeducation.gov.bc.ca/aspen/address... — □ ×

https://myeducation.gov.bc.ca/aspen/addressShare.do?r...

Shared Address

Street address	1344 Webber Rd
RR Number / PO Box	
City Prov PC	Quesnel BC V2J 6S9

Shared with

Name	Type
	Family
	Contact
	Student
	Contact

Close Detach Clear

Click *Detach*
the *Close*



This  is the
icon we want

Options ▾ Reports ▾ Help ▾

Save Cancel

General **Addresses**

Physical Address

Street address ⓘ 1344 Webber Rd ... 🔍 ✖

RR Number / PO Box ...

City Prov PC Quesnel BC V2J 6S9 ...

Mailing Address

Is identical ☒

Street address ⓘ 1344 Webber Rd

RR Number / PO Box

City Prov PC Quesnel BC V2J 6S9

GENERAL TIPS ABOUT ADDRESSES IN MYED:

Canada Post – postal code look-up

<https://www.canadapost.ca/cpo/mc/personal/postalcode/fpc.jsf>

Use the Canada Post postal code look-up to verify address spelling and syntax (street abbreviations).

For example:

Street name provided: *Mount Douglas X Road*

Canada Post convention/MyEd entry: *Mt. Douglas Cross Rd*

Street name with unit number: *#1 992 Gorge Rd West*

Canada Post convention/MyEd entry: *1-992 Gorge Rd W*

Exception:

Street name with non-numeric unit number: *Unit B 1637 Davie Street*

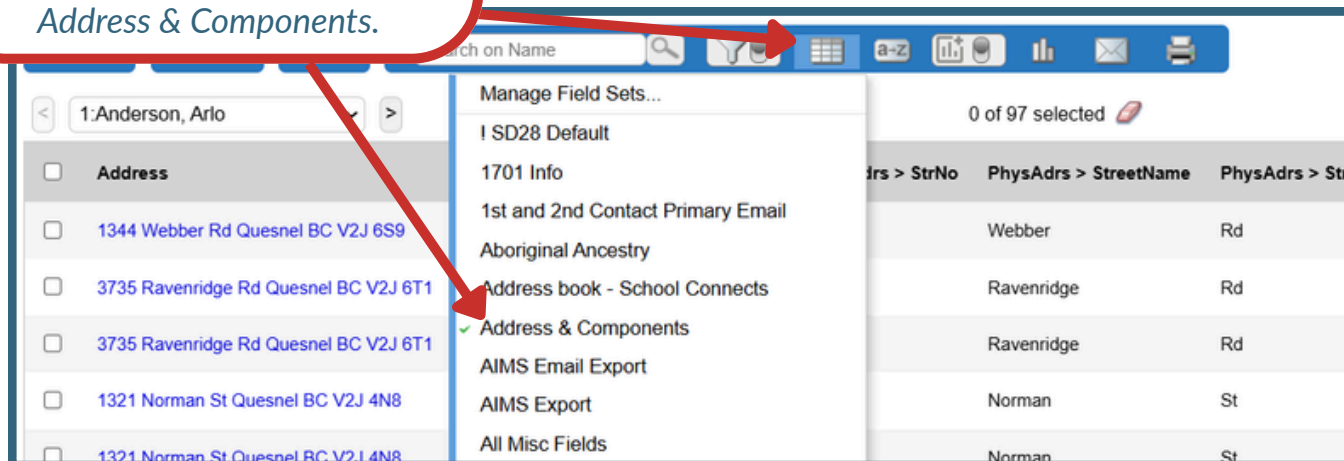
Canada Post convention: *1637B Davie St*

MyEducation BC entry: *B-1637 Davie St*

To finalize an address that has been entered it is critical to “validate” the address. This process breaks the address up into its component parts so MyEd properly stores and shares the information. User validation should be avoided unless there is something odd about the address that prevents the automated validation from working.

REVIEW & CONFIRM ADDRESSES

Use the district Field Set called
Address & Components.

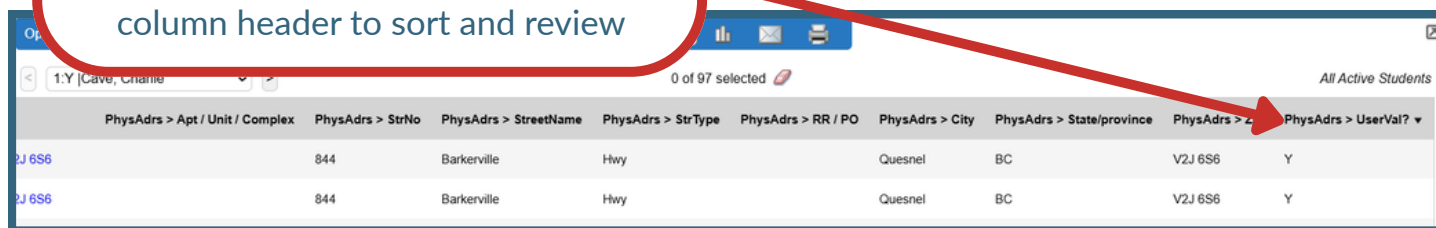


The screenshot shows the 'Manage Field Sets...' dropdown menu. The 'Address & Components' option is selected and highlighted with a green checkmark. A red arrow points from the text box to this option. The background shows a list of addresses with checkboxes.

Address
☐ 1344 Webber Rd Quesnel BC V2J 6S9
☐ 3735 Ravenridge Rd Quesnel BC V2J 6T1
☐ 3735 Ravenridge Rd Quesnel BC V2J 6T1
☐ 1321 Norman St Quesnel BC V2J 4N8
☐ 1321 Norman St Quesnel BC V2J 4N8

PhysAdrs > StrNo	PhysAdrs > StreetName	PhysAdrs > StrType
Webber	Rd	
Ravenridge	Rd	
Ravenridge	Rd	
Norman	St	
Norman	St	

Scroll the page to the right and click the
PhysAdrs > UserVal?
column header to sort and review



The screenshot shows a table of address data. The 'PhysAdrs > UserVal?' column header is highlighted with a red arrow pointing to it from the text box. The table has columns for address components and a 'UserVal?' column.

PhysAdrs > Apt / Unit / Complex	PhysAdrs > StrNo	PhysAdrs > StreetName	PhysAdrs > StrType	PhysAdrs > RR / PO	PhysAdrs > City	PhysAdrs > State/province	PhysAdrs > Zip	PhysAdrs > UserVal?
V2J 6S6	844	Barkerville	Hwy		Quesnel	BC	V2J 6S6	Y
V2J 6S6	844	Barkerville	Hwy		Quesnel	BC	V2J 6S6	Y

Using this field set, you can visually see if the unit number, house number, street name, street type, etc. are correctly populated into the component fields. It is a good idea to double-check your school data once a year to make sure there are no user validated addresses.