

Reporting Staff Changes

All MyEd BC staff roster changes (adding or removing staff) must be completed by MyEd Team, not school.

- Create a ticket at [IT Helpdesk Ticket Login](#)
- Request Type: MyEd BC > Account
- Choose “Add New Staff”
- Complete ALL the fields

Help Request

Request Type: MyEd BC

Account Add New Staff

Instructions: Please fill out all fields below.

Request Detail

Position Type: Full time Temporary

Teacher Full Name

FTE

First Day

Staff Role

OR

- Choose “Remove Staff”
- Complete ALL the fields

Help Request

Request Type: MyEd BC

Account Remove Staff

Instructions: Please fill out all fields below.

Request Detail

Teacher Full Name

Last Day

Carbon Copy (Cc:) Enabled

Attachments