

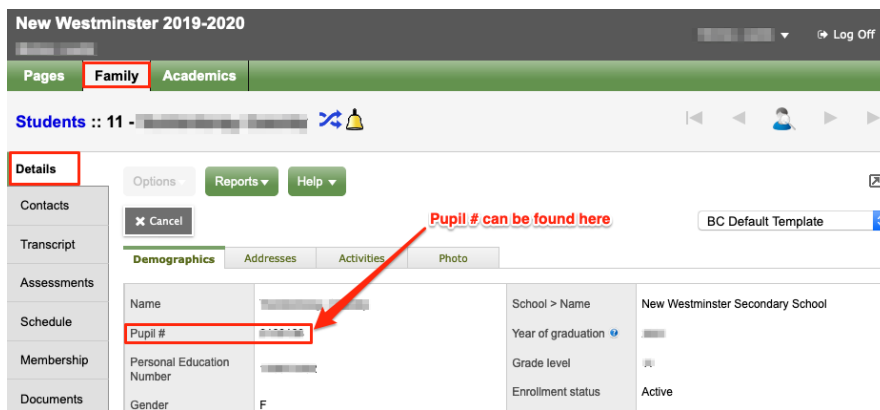
Dear Parents/Students,

In order to prepare our schools and classes for remote learning opportunities, we have created a new **Microsoft Office 365** account for your child(ren).

Student account **logins** are of the form pupilnumber@newwestschools.ca

If you do not know your child(ren)'s pupil number(s), it can be found on the MyEdBC Family Portal (see below)

Login to MyEdBC>Family Top Tab>Details Side Tab



The screenshot shows the MyEdBC Family Portal interface. The 'Family' tab is selected. Under the 'Details' side tab, the 'Demographics' section is active. The 'Pupil #' field is highlighted with a red box, and a red arrow points to it with the text 'Pupil # can be found here'. Other fields include Name, School > Name (New Westminster Secondary School), Year of graduation, Grade level, and Enrollment status (Active).

<https://www.myeducation.gov.bc.ca/aspen/logon.do>

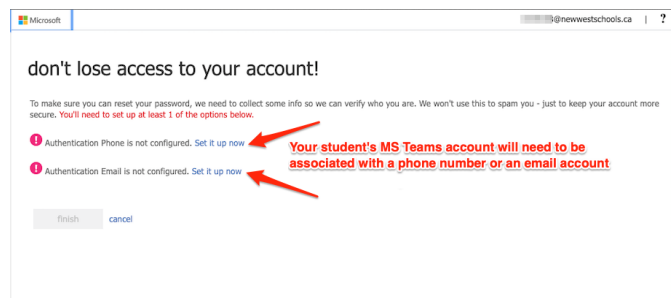
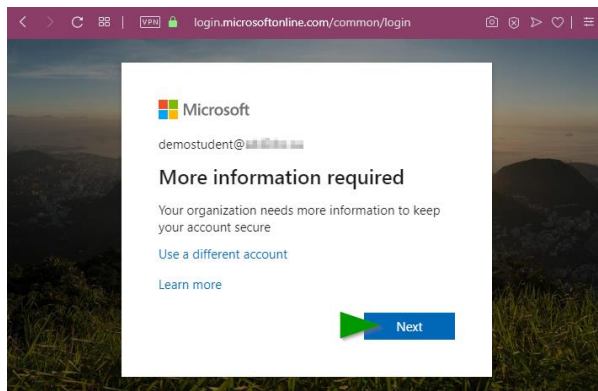
The temporary **password** for student MS Teams accounts is: **Students#2020**

Access to Office 365

With this new account your child has full access to Office 365 suite. Please login here:

<https://portal.office.com>

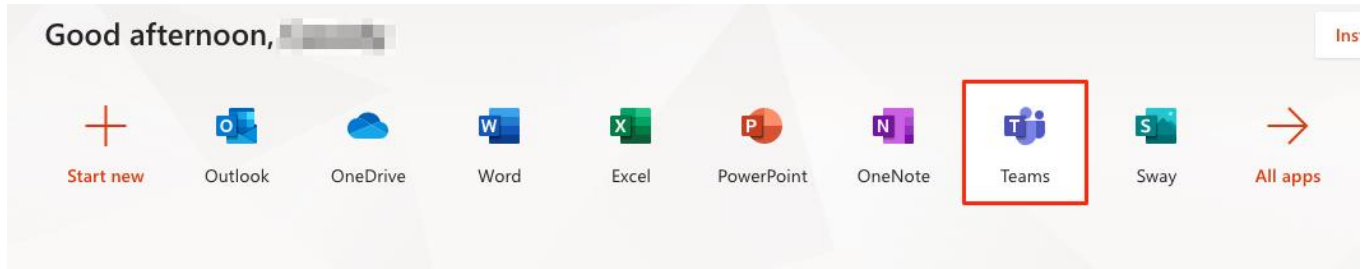
You will be prompted for your student's login and password (see above) once they are entered you will be taken to these screens;



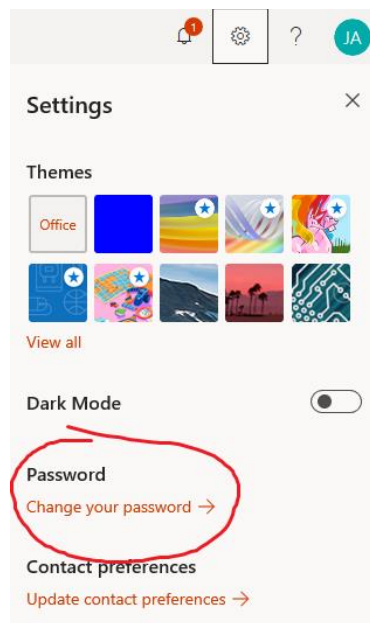
Parent and Student Guide to Getting Started on MS Teams

Enter a phone number or an email. An authentication code will be sent to either the phone or the email entered. You will then be prompted by Microsoft to enter the authentication code.

Once you have authenticated the account you will be sent to the screen below, click on Teams and you will see the Teams (i.e. classes) that your student has been included in.



It is recommended you change your password immediately after logging in. You can do that by clicking on the Gear icon at the top right of your screen and then clicking "change password"



If you have issues with your MyEdBC account or MS Teams, please contact your school.