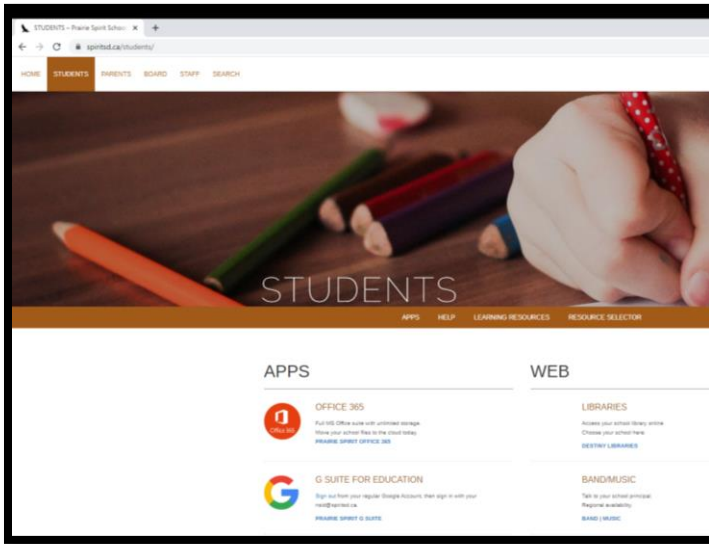


How to log into your online learning as an MHS student:

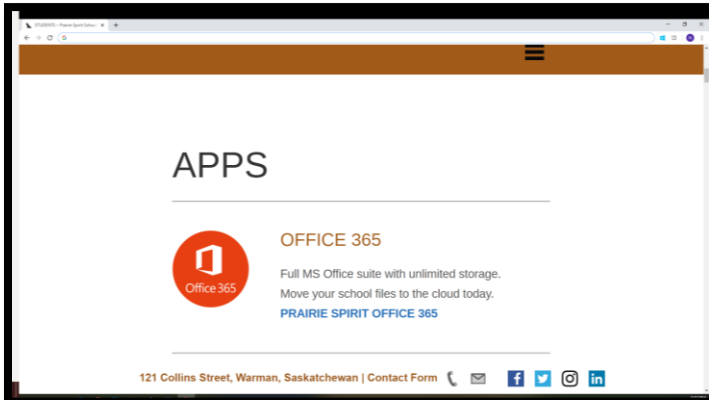
To access your online learning, you will need to access both **Office 365** and **G Suite for Education**. You must remember to use your school division username and password.

Office 365:

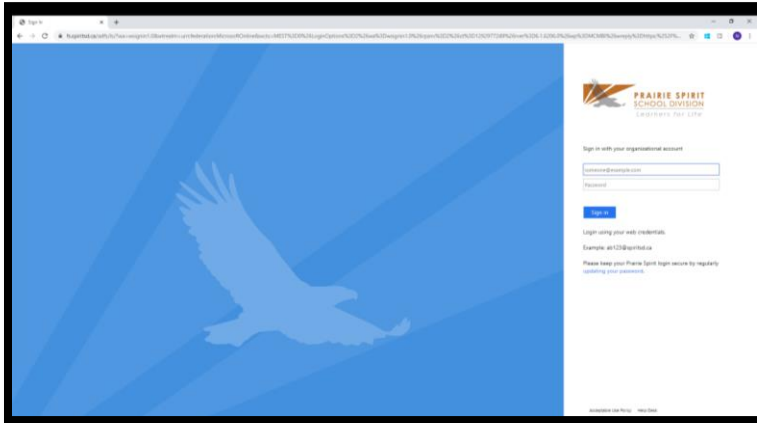
1. Go to <https://www.spiritsd.ca/students/>



2. Click on the Office 365 App link:



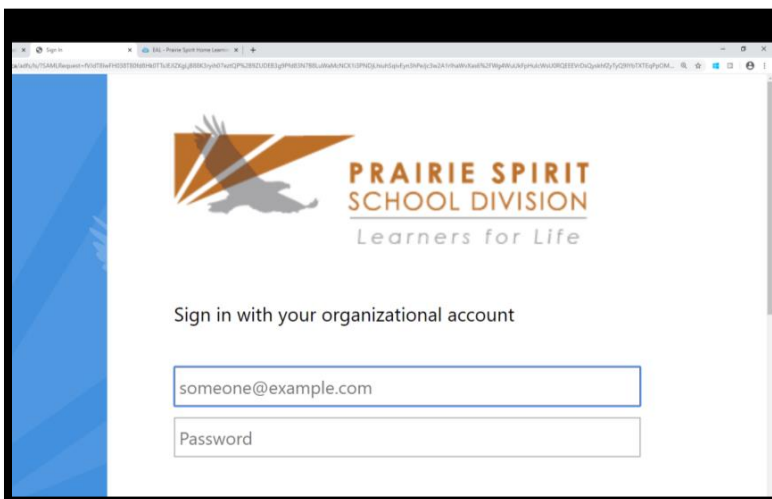
3. You should see a screen like this:



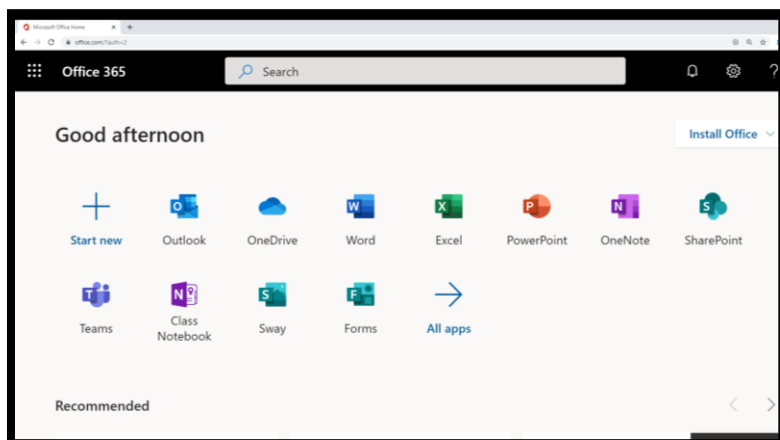
4. Login to **Office 365** using your school login credentials and password:

REMEMBER: your username is your first and last initial, three digits, the letter s, followed by the post-fix: @spiritsd.ca

For example: “Adam Adams” could be aa123s@spiritsd.ca



5. After logging in, you should see a screen like this:

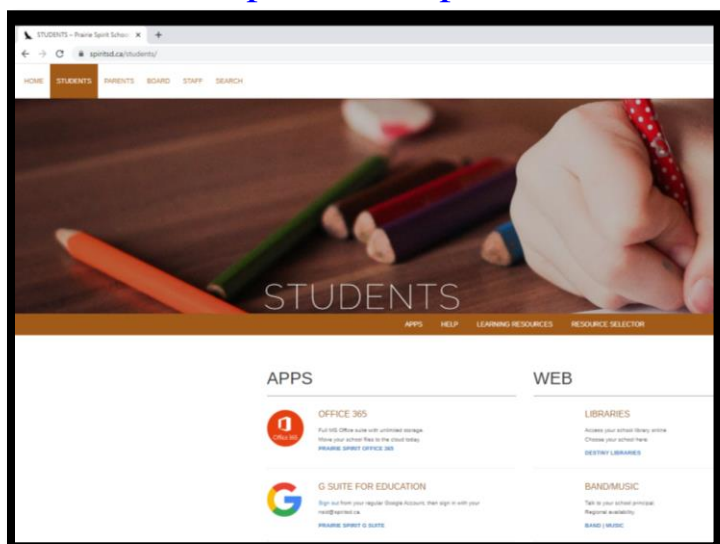


Note: Office 365 Apps that you may need to use include (but are not limited to):

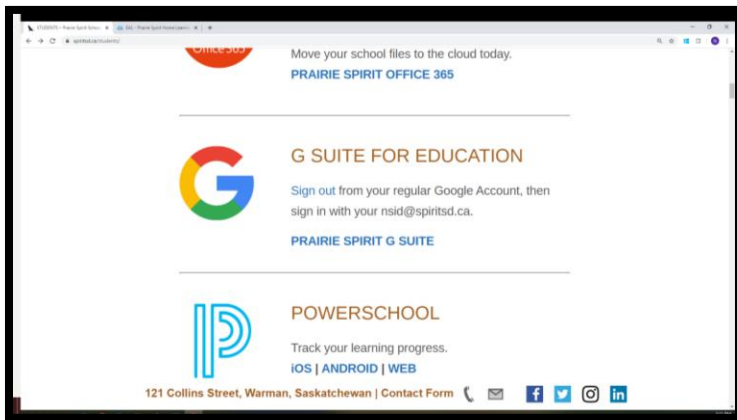
- a. Outlook – this is an email account that connects you to everyone else with an account in our school, including teachers. Check this app for new messages often.
- b. Teams – where you might have a classroom team that you belong to
- c. OneDrive – where your Microsoft office documents are

G-Suite for Education: where you will find Google Classroom, Google Meet and many other Apps

1. Go to <https://www.spiritsd.ca/students/>



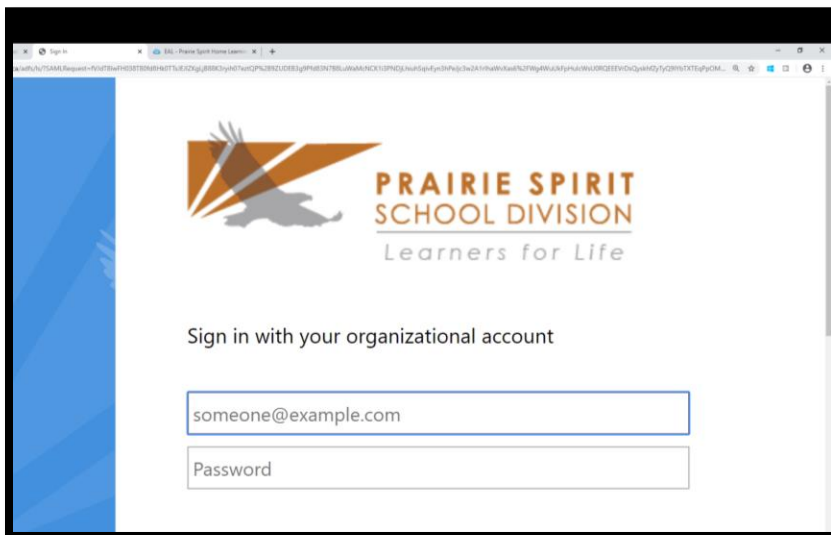
2. Click on the **G Suite for Education** App link:



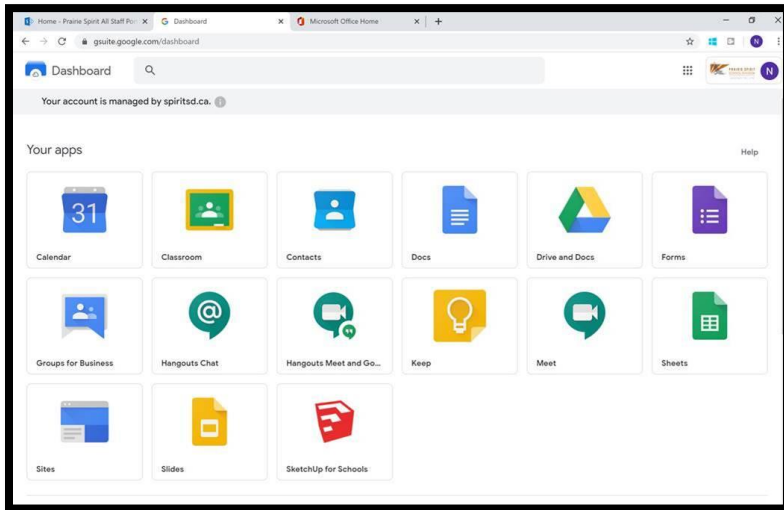
3. Login into **G-Suite for Education** using your school login credentials and password:

REMEMBER: your username is your first and last initial, three digits, the letter s, followed by the post-fix: @spiritsd.ca

For example: “Adam Adams” could be aa123s@spiritsd.ca



4. After logging in, you should see a screen similar to this:



Note: **G-Suite for Education** Apps that you may need to use include (but are not limited to):

- Classroom – this is where your different teachers may have their google classrooms
- Drive and Docs – this is where your Google documents are
- Meet – this is where your teacher may video chat with you in your classroom.

Note: If you are using a smartphone or tablet, you may want to download each app separately and sign in with your school username and password.

Apps to download to your smartphone or tablet that you may find useful:

- **Microsoft: MSOutlook, MSTeams, MSOneDrive**
- **Google: Google Classroom, Google Meet, Google Docs**

Do you need help logging into Office 365 or G Suite for Education?

Call the PSSD help desk at 306-683-2931.