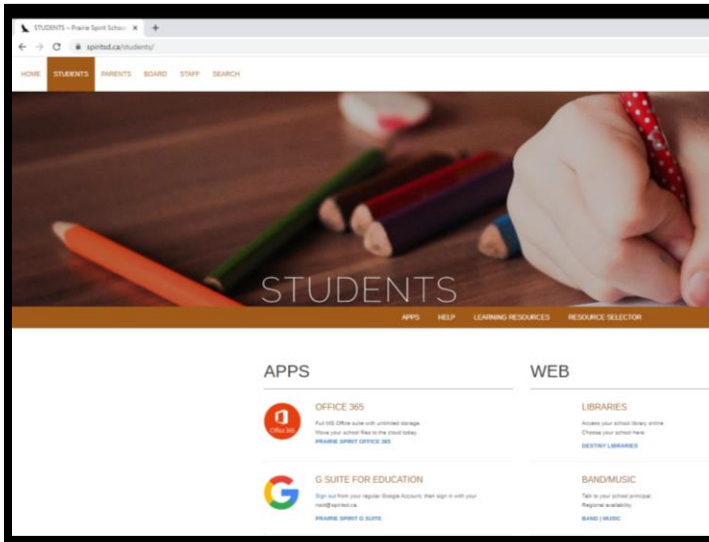


# How to log into your online learning as an MHS student:

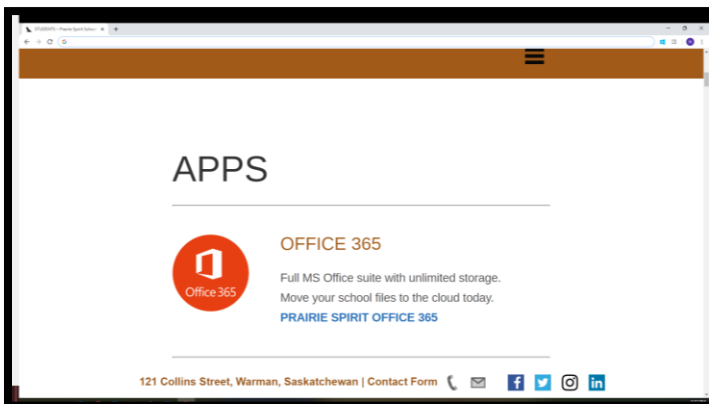
To access your online learning, you will need to access both **Office 365** and **G Suite for Education**. You must remember to use your school division username and password.

## Office 365:

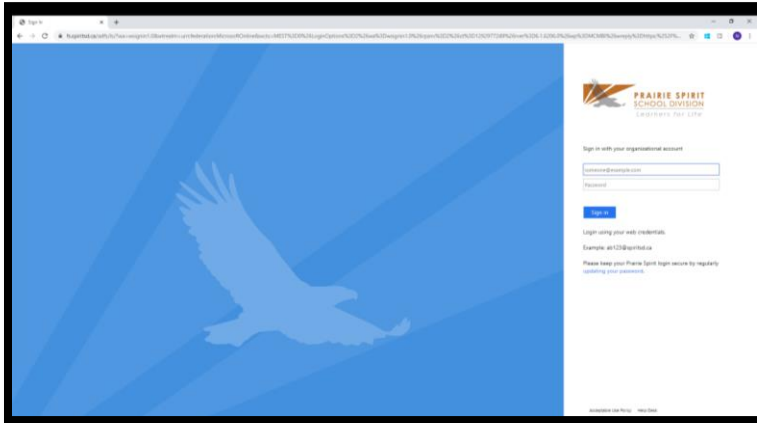
1. Go to <https://www.spiritsd.ca/students/>



2. Click on the Office 365 App link:



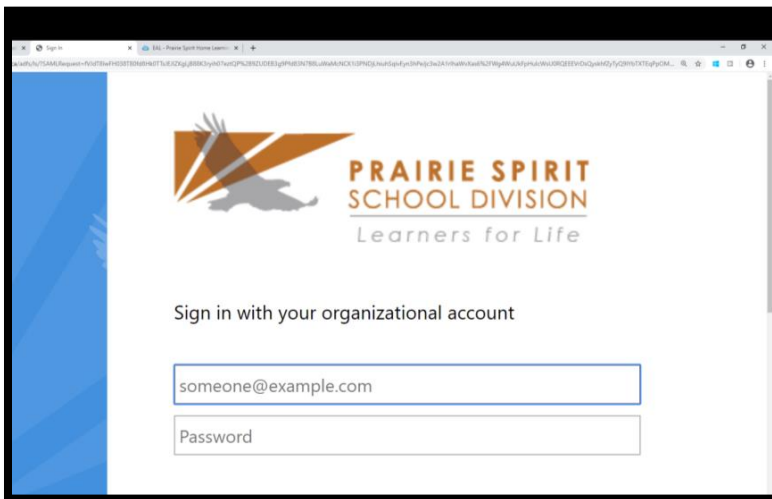
3. You should see a screen like this:



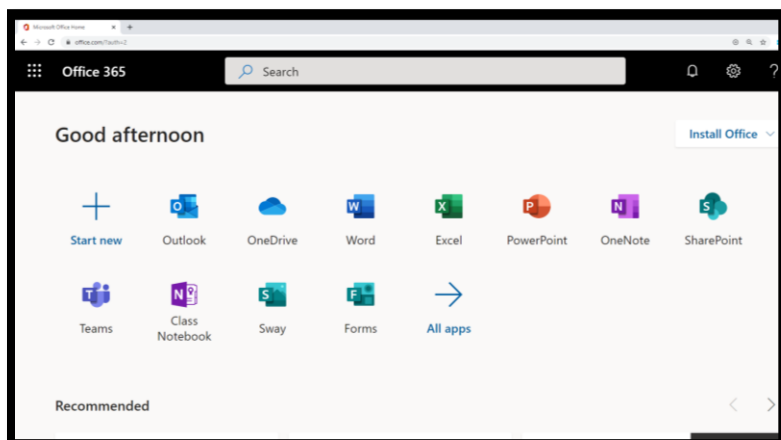
4. Login to **Office 365** using your school login credentials and password:

**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:

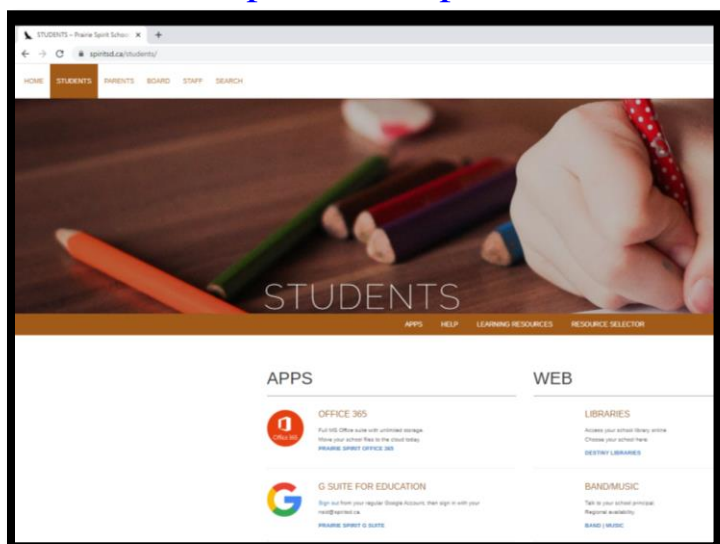


Note: Office 365 Apps that you may need to use include (but are not limited to):

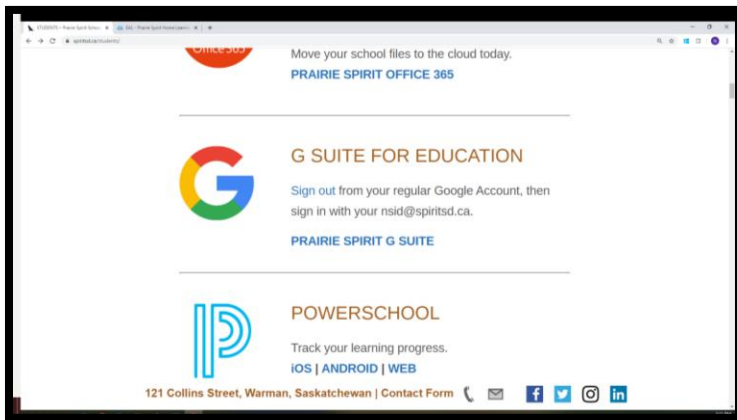
- a. Outlook – this is an email account that connects you to everyone else with an account in our school, including teachers. Check this app for new messages often.
- b. Teams – where you might have a classroom team that you belong to
- c. OneDrive – where your Microsoft office documents are

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

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



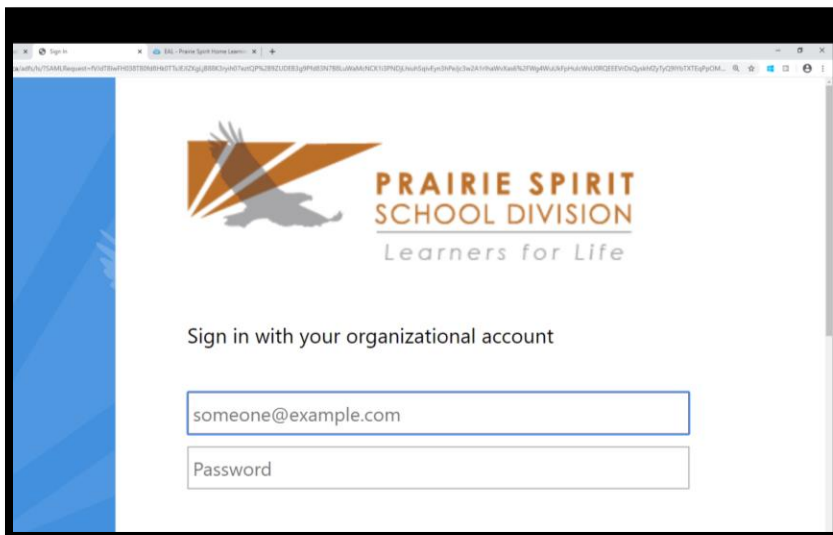
2. Click on the **G Suite for Education** App link:



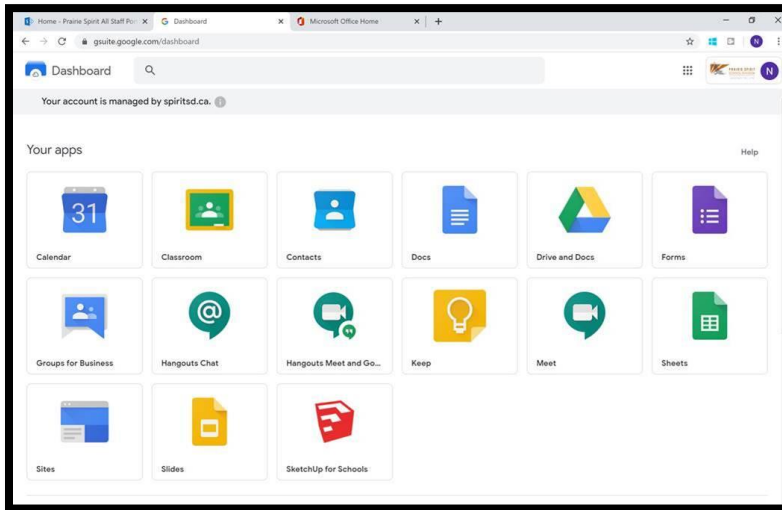
3. Login into **G-Suite for Education** using your school login credentials and password:

**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.**