

SD 22 Students



How to access your accounts from home

The district has switched to single sign on. Our new single sign on structure means that you are now able to access all Google and all Microsoft products using your sd22.bc.ca username and password. This document will explain the steps for accessing your Google account to access Gmail, Google Doc, Google Classroom) and Microsoft accounts (Outlook, Word, Teams) from home.

NOTE: Usernames for students in Kindergarten to grade 8, will be pupilnumber@sd22.bc.ca. Students in grade 9 to 12 will not change. All student passwords are their birthday in the form of MMDDYYYY.

How to Check your Gmail

The following steps outline how to check your Gmail from home. Gmail is the email that was previously sd22learns.ca.

NOTE: After October 11th, all student email will be redirected to Gmail. This means that students will need to access Gmail to receive emails sent following this date.

1. Go to accounts.google.com. Do this by clicking the link or by typing this in the address bar of your preferred internet browser. Press enter.

2. Sign in with your Microsoft credentials. Press next. This will take you to the SD22 landing page.

3. Sign in with your Microsoft credentials again on the SD22 landing page. You are going to put in the exact same username you used before.

Google
Sign in
Use your Google Account

Email or phone
number@sd22.bc.ca

Forgot email?

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

Create account Next

School District No. 22
VERNON

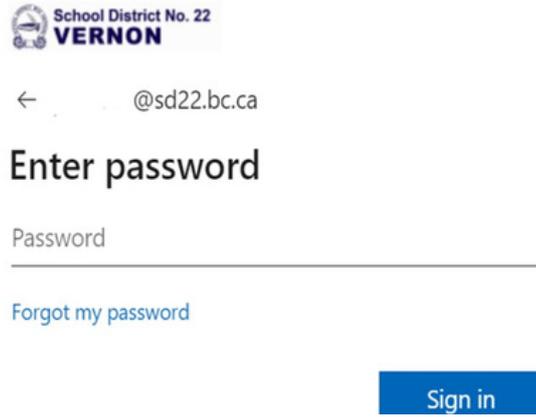
Sign in

number@sd22.bc.ca

Can't access your account?

Next

4. Enter your password for your Microsoft credentials. You will see your number above. (I have erased the number for privacy). Click the Sign In button.



5. Only stay signed in if you are using a private computer and browser.

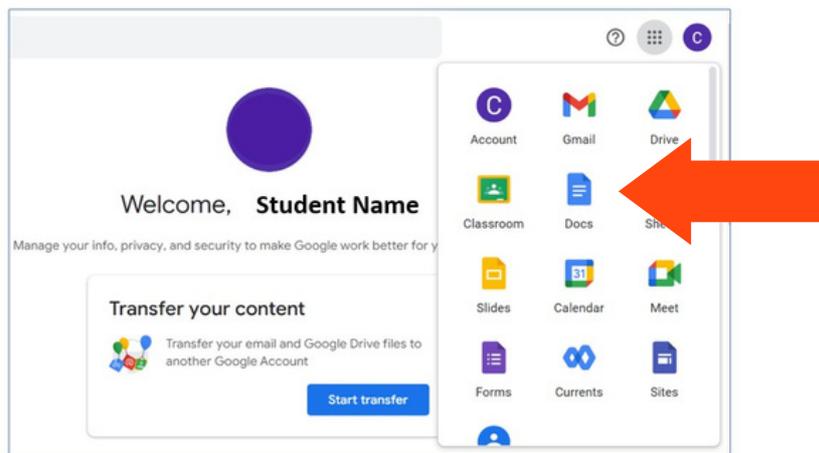
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again



6. Once you have signed in, you will land on the home screen. Click on the “waffle” shown by the arrow and you will be able to access all your Google applications.



How to Check your Outlook

The following steps outline to access your Microsoft email, Outlook, from home. This is the email address that ends in sd22.bc.ca.

NOTE: After October 11th, Student email will be redirected to Gmail. Following this date, students will not receive any new emails in Outlook. Students will still be able to access previously received emails, forward emails, and send emails from Outlook.

1. Go office.com by clicking her or by typing this in the address bar of your preferred internet browser and press enter.

2. Click on "Sign in" on the Office landing page.

3. Sign in with your Microsoft credentials. If you don't remember what this means, please refer to the explanation at the start of this document. Press next.

4. Enter your password for your Microsoft credentials. You will see your number above. (I have erased the number for privacy). Click on the Sign In button.



Sign in

number@sd22.bc.ca

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next



← @sd22.bc.ca

Enter password

Password

[Forgot my password](#)

Sign in

5. Select stay signed in only want to do this if it is a safe browser that only you use.

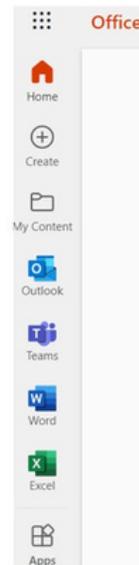
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No **Yes**

6. Once you have signed in you will land on the home screen. You also have access to all the other applications available through Microsoft. You can explore these by using the “waffle” or the “Apps” icon.



If you need additional help to get into your account, please reach out to helpdesk@sd22.bc.ca.

Please include in your email: the student's name, the student's grade as of September, and the school they attend. I will respond with support as quickly as possible.