

## <sup>1</sup>Office 365 and Access To OneDrive

Enter the website [www.dcdsb.ca](http://www.dcdsb.ca) into your search engine.

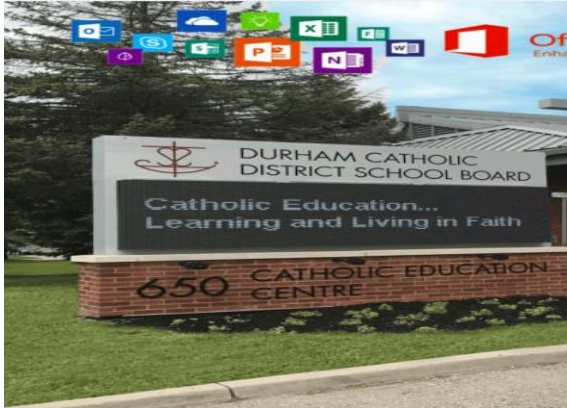


- On the main page have your cursor hover over student
- A sub menu will appear
- Click on LaunchPad Learning Portal Login (second column, four down)



- Scroll down to bottom of the Welcome page to find this menu
- Click on Office 365

<sup>1</sup> Created by DCDSB Assistive Technologist/Assistive Technology Specialists: Jennifer Baal, Donna Conn, Maureen Cope, Kristi Norris



Sign in

someone@example.com

Password

Sign In

For Staff Login enter your full email address (firstname.lastname@dcdsb.ca) or AD\userid

For Students Login with your userid@dclive.ca



- Enter students login **userid@ dclive.ca**
- Enter Password
- Click on Sign In

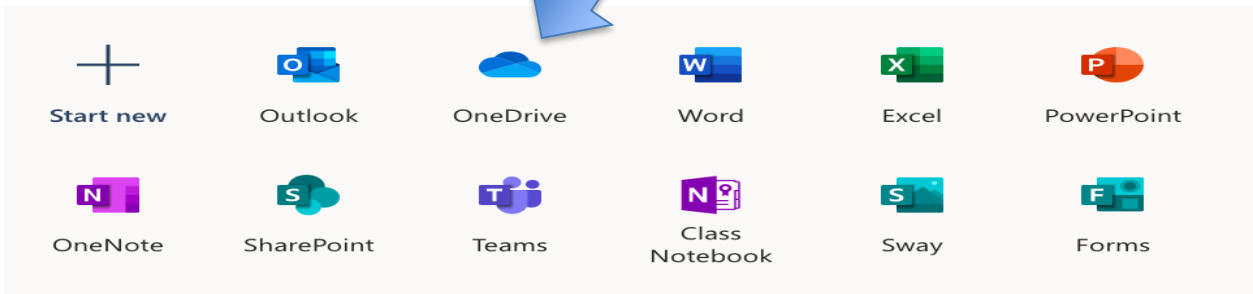
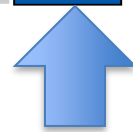
### Stay signed in?

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

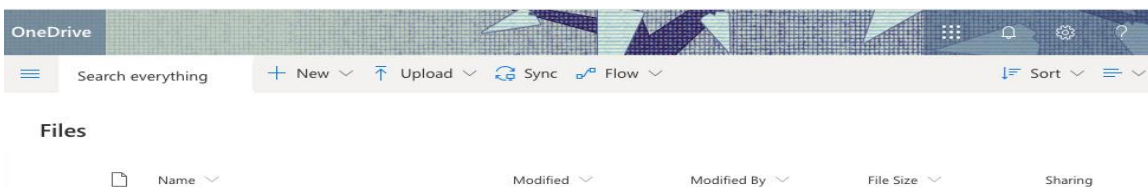
Don't show this again

No

Yes



- Click on OneDrive to see all of the students saved work



- Scroll down to find the document