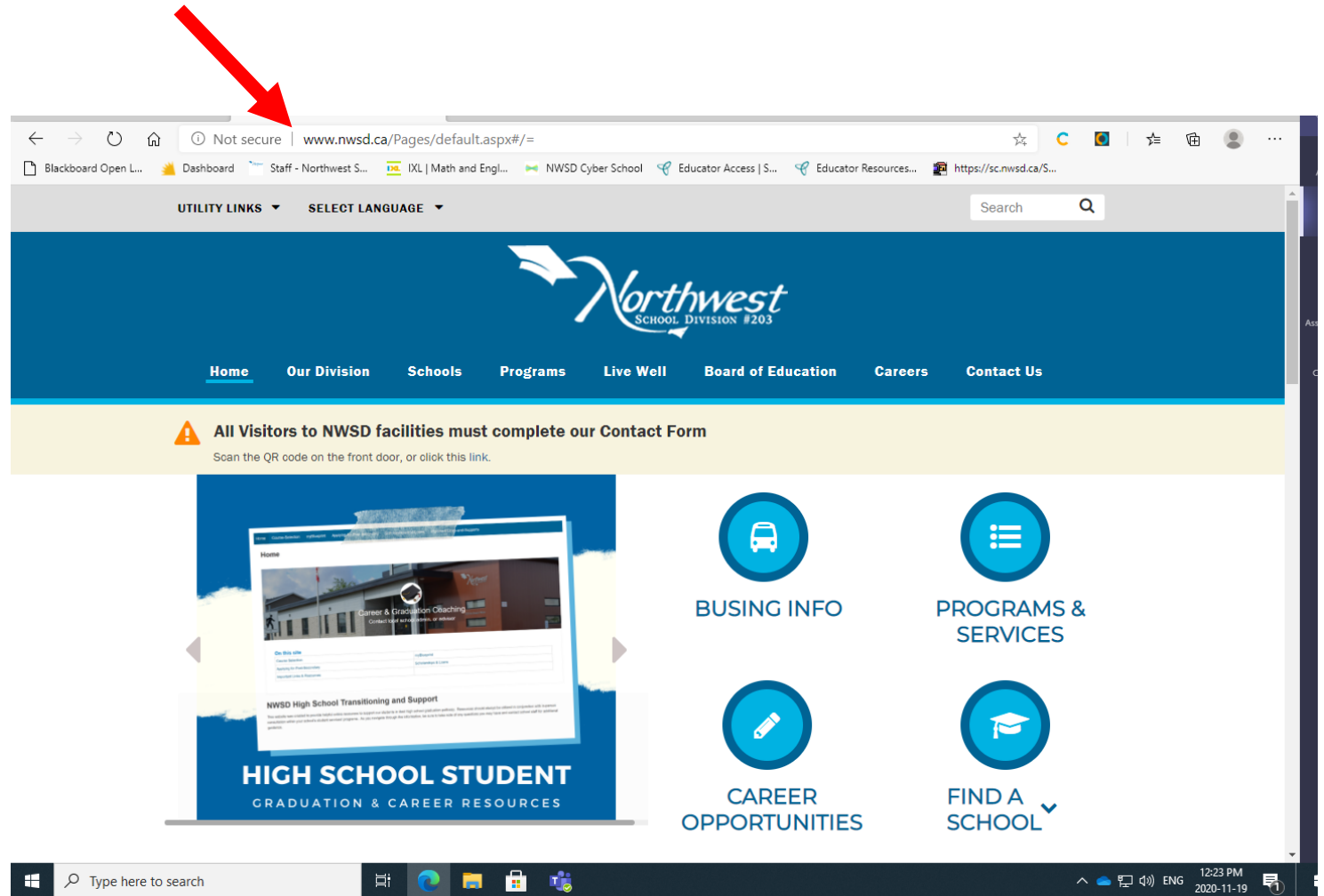


Log on to Northwest School Division homepage at: www.nwsd.ca



The screenshot shows a web browser displaying the Northwest School Division homepage. A red arrow points to the address bar, which contains the URL [www.nwsd.ca/Pages/default.aspx#/="](http://www.nwsd.ca/Pages/default.aspx#/=). The browser's address bar also shows "Not secure" and "www.nwsd.ca/Pages/default.aspx#/=".

The homepage features a blue header with the Northwest School Division #203 logo. Below the logo is a navigation menu with the following items: [Home](#), [Our Division](#), [Schools](#), [Programs](#), [Live Well](#), [Board of Education](#), [Careers](#), and [Contact Us](#).

A yellow banner below the navigation menu contains a warning icon and the text: "All Visitors to NWSD facilities must complete our Contact Form". Below this text is a link: "Scan the QR code on the front door, or click this link."

The main content area is divided into two sections. On the left is a large blue banner for "HIGH SCHOOL STUDENT GRADUATION & CAREER RESOURCES" featuring a thumbnail of a "Career & Graduation Clatching" form. On the right are four circular icons representing different services: "BUSING INFO" (bus icon), "PROGRAMS & SERVICES" (list icon), "CAREER OPPORTUNITIES" (pencil icon), and "FIND A SCHOOL" (graduation cap icon).

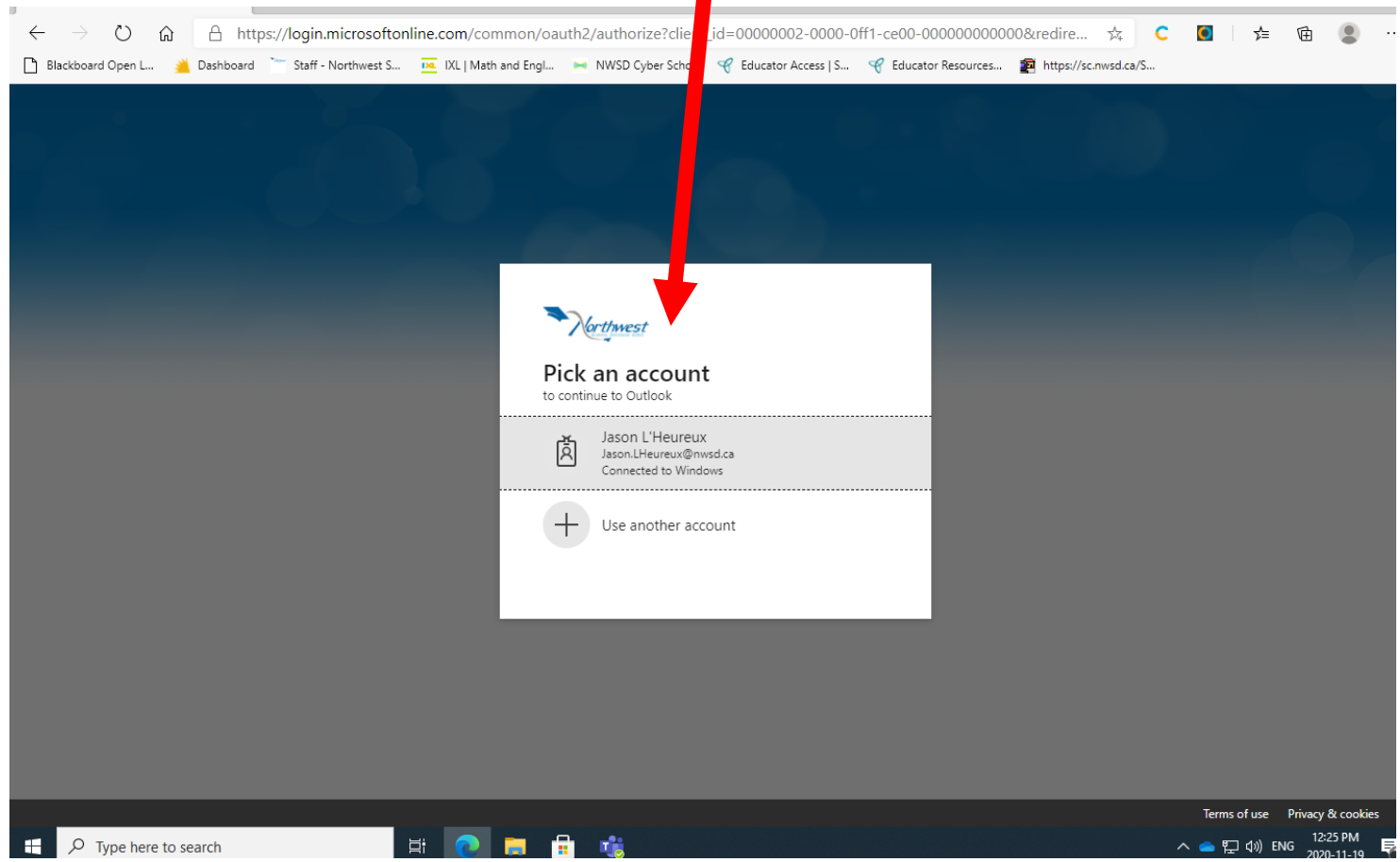
The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the date and time: "12:23 PM 2020-11-19".

Click on the **UTILITY LINKS** and you will see “Mail”, “Portal” and “Sign in”.

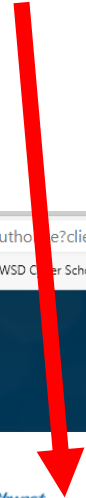
You can use either “Mail” or “Sign in”

The screenshot shows a web browser window displaying the Northwest School Division #203 website. The browser's address bar shows the URL [www.nwsc.ca/Pages/default.aspx#/="](http://www.nwsc.ca/Pages/default.aspx#/=). The website header includes a navigation menu with the following items: **UTILITY LINKS** (highlighted with a red arrow), **SELECT LANGUAGE**, and a search bar. Below the header, there is a white box containing three utility links: **Mail**, **Portal**, and **Sign In**. The main navigation menu includes **Home**, **Our Division**, **Schools**, **Programs**, **Live Well**, **Board of Education**, **Careers**, and **Contact Us**. A yellow banner below the navigation menu contains a warning icon and the text: **All Visitors to NWSO facilities must complete our Contact Form**. Below the banner, there is a large blue and white advertisement for **New Open Enrollment Period** for the Northwest Online School, with a registration deadline of December 1. To the right of the advertisement, there are four circular icons representing different services: **BUSING INFO**, **PROGRAMS & SERVICES**, **CAREER OPPORTUNITIES**, and **FIND A SCHOOL**. The Windows taskbar at the bottom shows the search bar and several application icons.

You will given a choice of the last person signed in or “Use another account”



Use your NWSD account to sign in.



A screenshot of a web browser displaying a Microsoft login page. The browser's address bar shows a URL from login.microsoftonline.com. The page features a dark blue background with a white sign-in form in the center. The form includes the Northwest School District logo, the text 'Sign in to continue to Outlook', a text input field containing 'firstname.lastname@nwsd.ca', and links for account recovery. At the bottom of the form are 'Back' and 'Next' buttons. The Windows taskbar is visible at the bottom of the screen, showing the search bar and system tray with the date and time '12:25 PM 2020-11-19'.

Outlook web interface showing an email composition window. The browser address bar shows a URL from nbox/id/AAQkAGU2Y2U0NmVILWl3MzktNDlyZi05ZjA3LT... The page title is "Math and Engl...". The address bar contains several tabs: "Math and Engl...", "NWSD Cyber School", "Educator Access | S...", "Educator Resources...", and "https://sc.nwsc.ca/S...". The Outlook interface includes a blue header bar with icons for search, calendar, tasks, notifications (4), settings, help, and a profile picture icon labeled "JL". Below the header bar are buttons for "Send", "Attach", "Encrypt", "Discard", and a share icon. The email composition area has fields for "To", "Cc", and "Bcc", with a "Filter" dropdown and "Add a subject" text. A red arrow points from the text "To sign out you need to click on your initials in the circle." to the "JL" profile picture icon. The bottom of the screen shows a taskbar with icons for File Explorer, Mail, and Teams, and a system tray with the date and time "12:23 PM 2020-11-19".

To sign out you need to click on your initials in the circle.

The screenshot shows a web browser window with a Microsoft Office 365 email interface. The browser's address bar contains a long alphanumeric string and the URL <https://sc.nwsd.ca/S...>. The browser's taskbar shows several open tabs, including "NWSD Cyber School", "Educator Access | S...", "Educator Resources...", and "https://sc.nwsd.ca/S...".

The email interface features a blue header bar with icons for Send, Attach, Encrypt, Discard, and a profile icon labeled "JL". Below the header, the email composition area includes fields for "To" (with "Bcc" on the right), "Cc", and "Add a subject". A rich text editor with various formatting tools (bold, italic, underline, link, etc.) is visible at the bottom of the composition area.

On the right side, a "My account" panel is open, displaying the user's profile information: "Jason L'Heureux", "Jason.LHeureux@nwsd.ca", and "Available". Below this, a dropdown menu is visible with the following options: "My Office profile", "My account", "Open another mailbox", and "Sign out". A red arrow points to the "Sign out" option.

At the bottom of the screen, a taskbar shows several application icons, including "Signing into LMS", "Do: Signing int...", and "(No subject)".

After you click on the initials in the circle, you get the drop down menu.
Click on "Sign out".