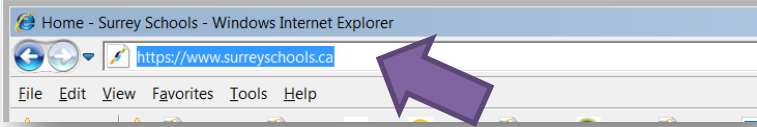



How to Log in and out of SurreySchools.ca

(Principals, Vice-Principals or Designate)

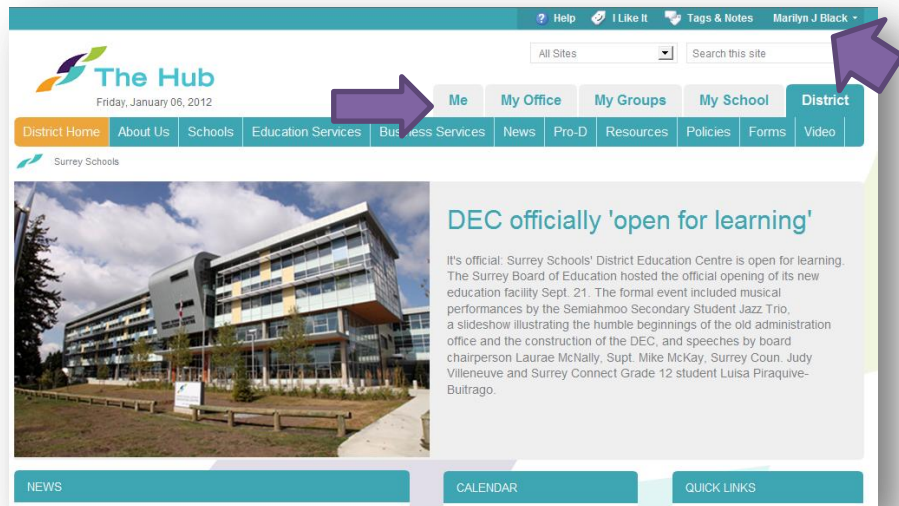
- This document will guide you through logging in to the SurreySchools.ca site.
- The login process will change when the public are able to see SurreySchools.ca the process documented here is an interim process until July 1, 2012.

Note: Only staff that have permissions to log in will be able to log in.

<p>1. Open a web-browser on your computer or mobile device and navigate to www.SurreySchools.ca</p>	
<p>2. A login window will appear. Enter your school district username and password. The username and password are the same as the ones you use to log into Employee Self Service (ESS).</p> <p><i>Your First Class username and password will NOT work here.</i></p> <p>Click on the Sign In button.</p>	 <p style="text-align: center; margin-top: 20px;"><i>NOTE: If you do not have an account set up in Surrey Schools you will not be able to log in and an error will appear when you click on sign-in.</i></p>

3. You will be taken to the SurreySchools.ca website.

When signed in your **name** should appear in the top right hand corner of the screen. Menu items appear beside your name that allow for account management such as logging out.



Note the personalized tabs in the top right hand corner of the screen. These tabs allow for user collaboration inside the district (Me, My School etc.).

4. To sign out **click on your name**.

A menu will appear that allows you to manage your account settings.

Click on **Sign Out** to log out.

