My Wellington Student Portal

Accessing Your WCDSB Student Outlook Email Account

Step 1: Open your **Google Chrome Web** Browser. Other browsers may not work as well.

Step 2: Go to your school's website or wellingtoncdsb.ca.

Step 3: CLICK "My Wellington Student"

Within the **My Wellington Student** Portal, you will have access to all of the board provided tools, programs and information offered to students, including: Office 365, D2L, MyBluePrint etc..

If you have not logged in, you will be asked to provide your school login and password at this point. If you do not know your school login and password, use the following formula:

LOGIN: First 2 letters of Your Legal Last Name   followed by your   **Pupil #.**

E.g.: for John Smith sm123456

(If you do not know your 6 digit **Pupil #**, secondary student can located it on any of your report cards. Your **Pupil #** is sometimes referred to as your student number, but is different than your 9 Digit Ontario Education Number – OEN.)

PASSWORD: **Year of Birth**   followed by **Date of Birth**

E.g.: June 10, 2002   **2002**10

If this doesn't work, or if you <u>changed </u>your password and forget it, please contact your classroom teacher and an IT ticket, to reset your password, will be submitted!

Step 4: CLICK the Office O365 Icon.

In Office 365 will have access to all of the tools Office 365 provides, including: Outlook, OneDrive, Word, Excel, PowerPoint etc..

Step 5:   CLICK the **Outlook** icon to access your board email account.