

Lesson 1: Logging Onto Teacher Assistant

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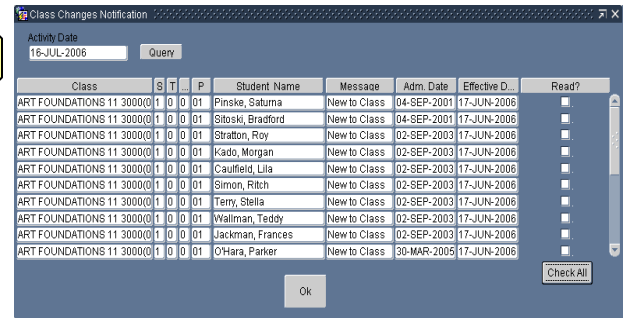
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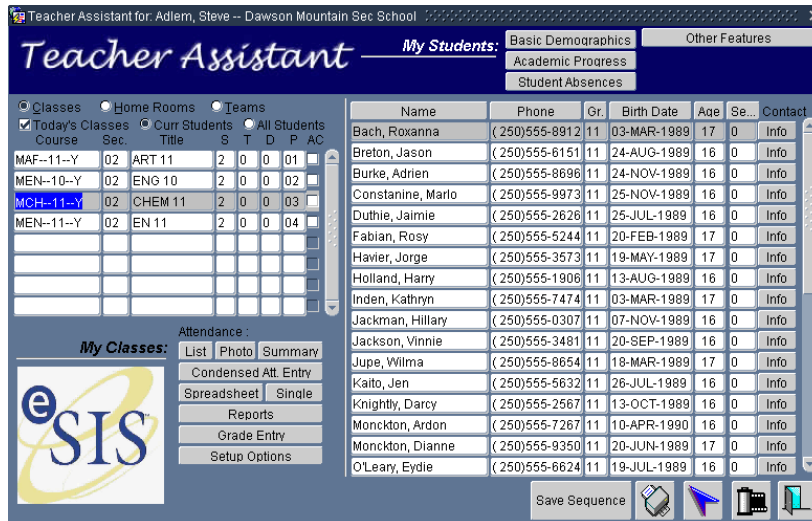
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Step-By-Step Instructions

- Step 1: Go to the SD67 Web Site.
- Step 2: Click on the **BCeSIS** icon. (Right side of the page - Top on the list)
- Step 3: Provide your:
User Name: *your First Class log in name followed by 67* (i.e. jsmith67)
Password: *your eight to fourteen character password*
Database: bcesis
Click on **Connect**.

Important: Teacher Passwords must comply with the BC Government Freedom of Information and Protection of Privacy Act (FOIPPA) and will have to be changed every 90 days. For further information on changing passwords and password creation rules see [Lesson 2: Changing Your Password](#).

- Step 4: If any students have been added to or deleted from your classes, they will be listed before the Teacher Assistant Start Screen. You can view the information then click on the **Check All** box. To exit this screen, click the **OK** button. If you choose not to check of the new students, this screen will continue to appear each time you start Teacher Assistant.
- Step 5: You will now be at the **Teacher Assistant Start** screen.