



Joni Treen

Executive Assistant to the Superintendent
Medicine Hat Public School Division | Superintendents Office
601 First Ave SW, Medicine Hat, AB T1A 4Y7
tel: 403.528.6701 | joni.treen@sd76.ab.ca
mhpsd.ca | [MHPSD](https://www.mhpsd.ca) | [MHPublicSchoolDivision](https://www.mhpsd.ca)

From: Michele Gardiner

Sent: Monday, May 16, 2022 9:57 AM

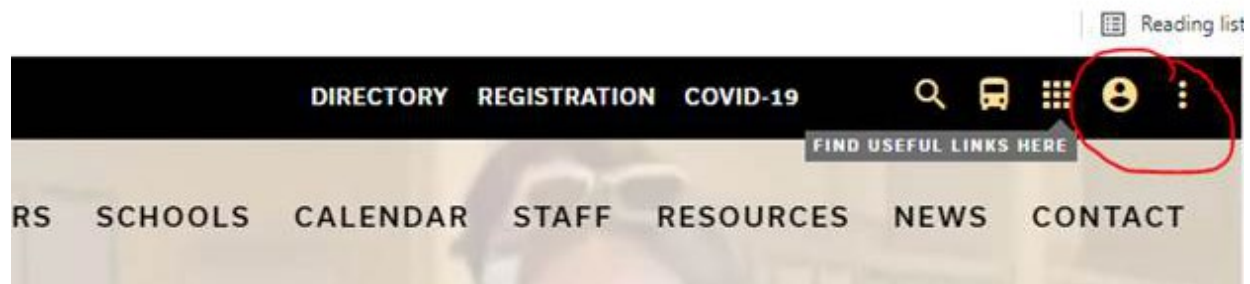
To: Joni Treen <Joni.Treen@sd76.ab.ca>

Subject: NEW Website Guide

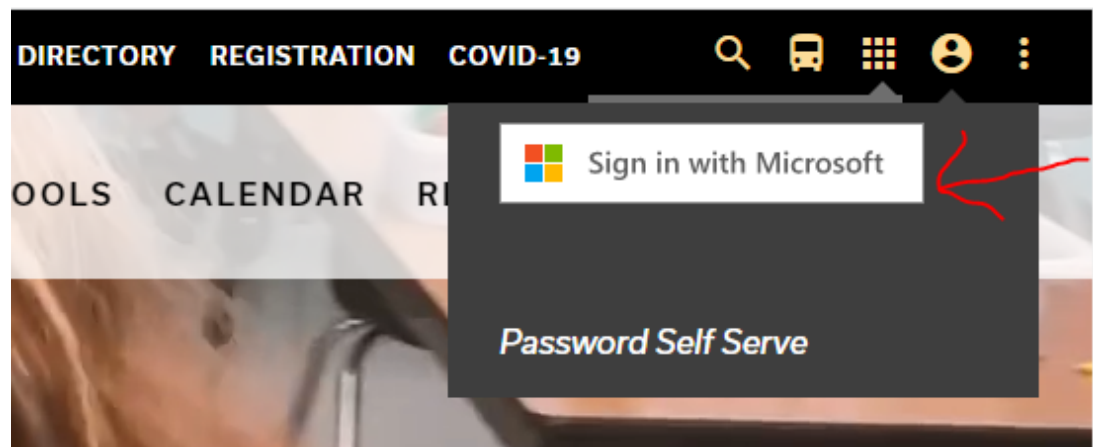
Hi,

Our website has changed and there is a different way to sign in. Here is a step by step guide;

- Log onto our website **mhpsd.ca**
- Click on the **Person Icon** on the top right corner of the page:



- Click on **“Sign in with Microsoft”**. This will be your **XXXChair@sd76.ab.ca** and enter in your password:



- Click **“YES”** when it asks **“Stay Signed in”**:



michele.gardiner@sd76.ab.ca

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 the “waffle icon”



- From here you can access your District Email under “Office 365 (EMAIL)”

