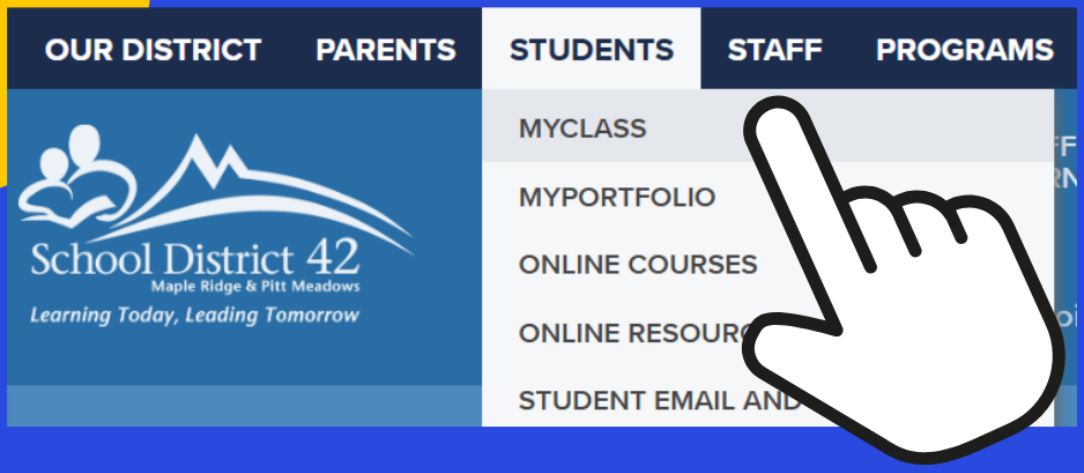
1/10

HOW TO ACCESS YOUR REPORT CARD!

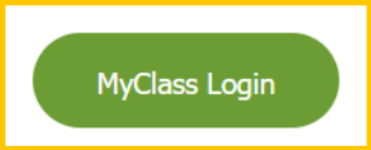
swipe to learn

1

OPEN MYCLASS IN YOUR BROWSER FROM THE SD42 WEBSITE



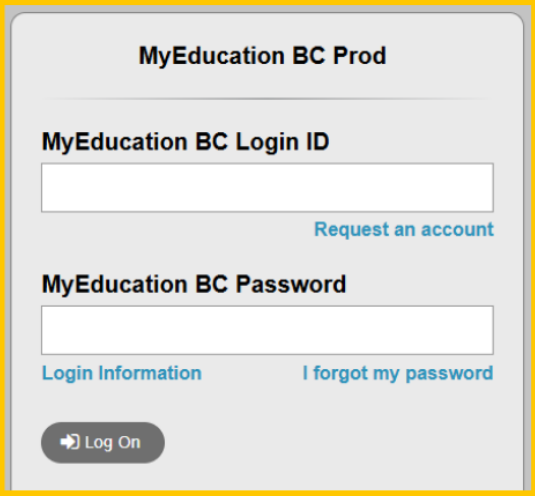
2 IN THE TOP RIGHT CORNER CLICK ON THE BUTTON TO LOGIN



LOGIN ID IS YOUR STUDENT NUMBER

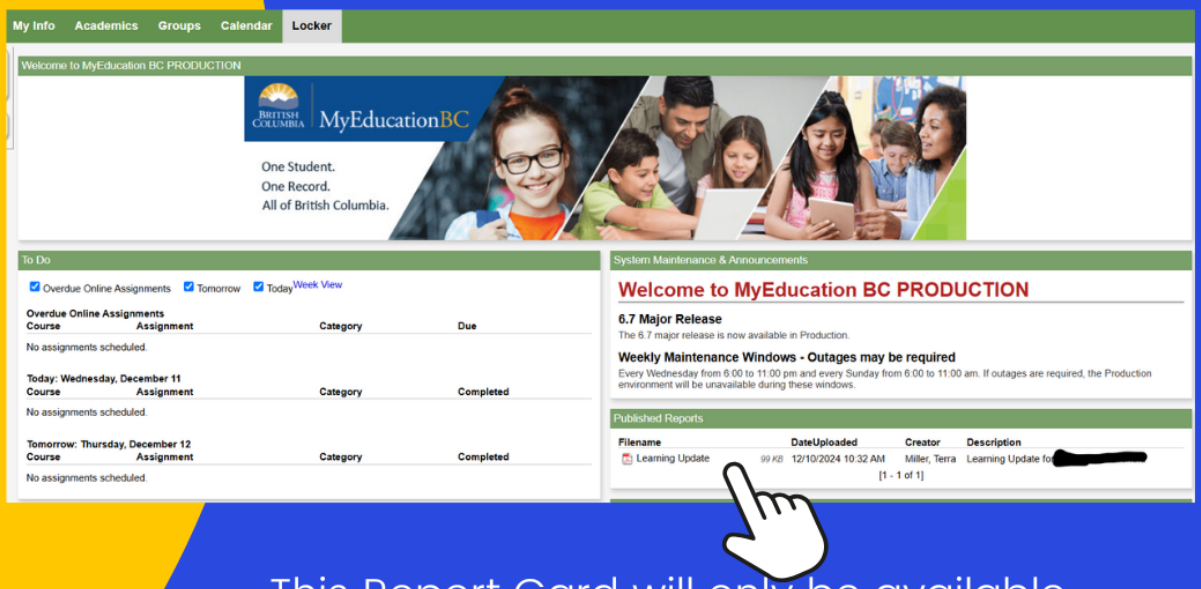
PASSWORD IS UNIQUE TO THIS WEBSITE

SEE STEP 4+ TO REMEMBER/LEARN PASSWORD



3

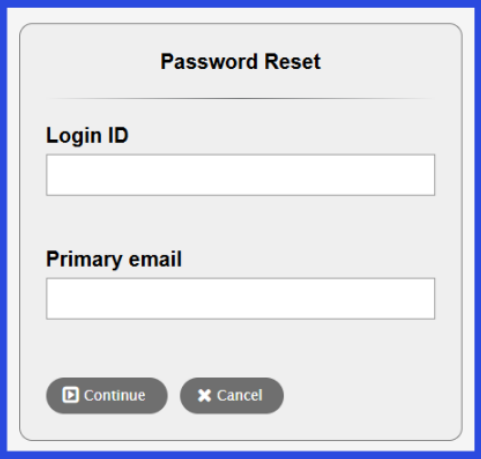
CLICK ON 'LEARNING UPDATE' IN THE BOTTOM RIGHT HAND CORNER OF YOUR SCREEN TO VIEW AND DOWNLOAD



This Report Card will only be available for 30 days so you need to download it

4 FORGOT YOUR PASSWORD?

If you have already logged into MyClass before you will need to select 'I forgot my password' and follow steps below.



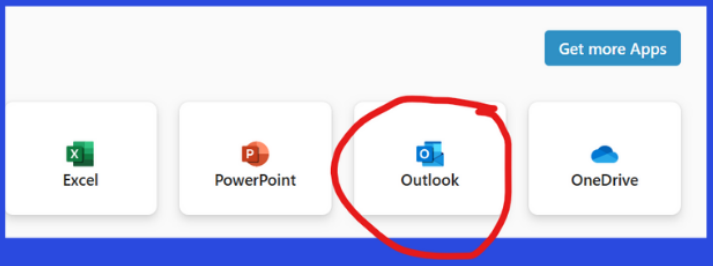
Login ID: Your Student Number

Primary E-mail:
student#@me.sd42.ca

You will be prompted to create a new password at this step.

5 IF THIS IS YOUR FIRST TIME LOGGING INTO MYCLASS

If you haven't accessed MyClass before you will have to go to your SCHOOL e-mail (Library website -> Office 365 -> Oulook app) and find your initial e-mail from MyClass that has your temporary password.



In MyClass, use your student number as your login ID and the temporary password as the password. You will be prompeted to select a new password in the next screen.

6 LOCKED OUT

If your account is locked out from too many tries you will need to e-mail myclass@sd42.ca to have your account reset and a new temporary password will be sent to you. You can also see Ms. Daignault in the Library.

Include your first and last name, student number and ask for your password to be reset because you are locked out