

## MSS Student Portal Account Setup Information

MSS student user accounts are created by division office personnel. An email is sent to the student's LCSD email account from 'production@pd.myschoolsask.com' that contains the Login ID and the temporary password for initial setup of the user account.

For the initial setup, we recommend that you use a laptop or PC. Once you have successfully logged in, you can use a mobile device to access MSS.

Users must follow the directions shown in blue font below to finalize the user account. Step 5 is important for future self-reset of the password (enter email address, select Security Question, and provide answer to Security Question). Please follow each step fully.

To access MySchoolSask (MSS) take the following steps using the Login ID and temporary password sent in the email mentioned above.

1. Go to <https://myschoolsask.ca/aspen/>
2. Make sure popups are enabled for your browser.
3. In the Login ID field, enter the username from the email you received in your LCSD email.
4. In the Password field, enter the temporary password from the email.
5. Select Log On.
6. You will be prompted to change your password. Please select a password that meets the criteria indicated and enter it as directed.
7. A popup will open and display your LCSD email address. Do not change the email address. You will be prompted to select a Security Question and to provide the answer for the question. This is an important step so don't skip over it. Should you forget your password, you will be able to request a password reset by selecting "I forgot my password" but only if you have selected a Security Question and provided an answer. Remember this information in the event you need to request a password reset.

Once you have successfully logged on to MSS, you will have access to your schedule, marks, report cards (during the published time period), and other information.

There is not an app for MSS. Please save the URL from Step 1 to your devices for future use. You can also visit [lcsd.ca](http://lcsd.ca) to access MySchoolSask from a link on the home page or under Student & Parents tab.

If you have issues with setting up your account or you did not receive an email with instructions to setup your account, you can visit the Holy Rosary school office for assistance.

Refer to other Help Guides for instruction on how to access information once your user account is set up or for direction to reset your password. Note that the screenshots in Help Guides may appear somewhat different than that of your device as the page layout adjusts to the type of device you are using.