SCHOOL DIVISION ELECTRONIC ACCOUNT & E-MAIL PROCEDURES

As a new employee you need to be aware that a lot of important information is sent to you via your Prairie South email account.

Services available to you as a Prairie South Employee:
- Account on our PC based network.
- Messaging System (i.e. e-mail, calendaring, etc.) account on our Microsoft Exchange system.
- Remote access to your account (files, printers, etc.) via the Terminal Server using Remote Desktop.
  - If you are a permanent staff member you have access to purchase a yearly subscription to Office 365 or Office 365 Personal for use on personal devices at a discounted rate. For details please read "Microsoft Home Use Program".

Logging on to a PSS 210 computer:
- Login name: lastname.firstname
- Password: month of hire with a capital on the first letter, dash, current year (eg: May-2013)*
- E-mail address: lastname.firstname@prairiesouth.ca

Web Access to your E-mail Account:
- URL: http://www.prairiesouth.ca Click on Staff Tab, then *Staff Email*.
- Login name: lastname.firstname@prairiesouth.ca
- Password: month of hire with a capital on the first letter, dash, current year (eg: May-2019)*

Your account requires MFA to access some applications, email is one of them. Click here for instructions on how to setup authentication methods when trying to access your email. Currently Bus Drivers are exempt.

You will be required to change your password from the default password the very first time you log on to either a computer or e-mail via the website.

Access Atrieve WebPortal Account:
- URL: http://www.prairiesouth.ca Click on *Staff* tab, then *AtreiveERB/PowerSchool*
- Enter your Prairie South login in name and password (your password is the same password you have set up for your Prairie South email).
- Access your Employee Dashboard, Absence Entry system, My Info (Earning Statements, T4 Statements, Assignments), My eForms (electronic expense form, My Requested Subs), help documents, etc.

*Note: Please remember that once you have changed your password from the default by either logging into your e-mail via web access **or** logging on to a PSS210 computer, your new password will be in effect for both logging on to a PSS210 computer, as well as your web access e-mail and Atrieve login.

If at any time you have any questions and/or concerns, please contact someone from the HR Department at 306. 694.1200 and they will be more than happy to assist you.