

Information for parents on VSB student technology

Parent contact information

It is important that your child's school has accurate and current contact information for you on file. If you have had a change in address, email, phone information or emergency contacts you should contact your school to provide updated details.

Similarly, if there have been any changes regarding key information for your child such as custodial arrangements, pick-up arrangements or medical conditions please contact your school to update that information as well.

Technology that can used by students

Each student has been provided with a student email user account and access to student focused MicroSoft Office 365 functionality. These student services are accessible by desktop, laptop or tablets equipped with data network access to the internet.

MicroSoft Office 365 functionality

Each student has been granted a license to use MicroSoft Office 365 functionality such as the office products like Outlook (email), Word, Excel and PowerPoint for their educational use. This also includes access to OneNote (a Notebook), OneDrive (storage area) and Teams (particularly Teams Classroom for secondary students).

These service are available online meaning the students do not have to purchase or install a desktop version of those applications. For additional information please visit our VSB student office 365 resource site at: <https://office365.vsb.bc.ca/for-students>

Accessing MicroSoft Office 365

Students can login to www.office.com to access their Office 365 services including their email. They will require their VSB Student email & password to login to their account. If the student has forgotten these credentials please see the Student Email User Account Password Reset section below for instructions on how to get that information.

Accessing the internet

Students will require access to the internet to be able to login to MicroSoft Office 365 and other online resources. There are several local internet service providers such as Telus and Shaw that offer those services. The federal government also offers an access program called Connecting Families for families that cannot afford internet access. You can find more details at:

<https://www.ic.gc.ca/eic/site/111.nsf/eng/home>

Student Email User Account Password reset

If your child has forgotten their VSB user password they can have their password reset by visiting the Student Password Reset Self-Service website at <https://studentpass.vsb.bc.ca> They will need to provide their PEN (Personal Education Number, typically found on their report card) and date of birth to verify their identity. Once they enter the information, they can choose to enter their own new password or have the system generate a new one for them. Passwords must meet certain criteria, click on the  to find out more. If they have any difficulty logging in they can email studentpasswords@vsb.bc.ca for assistance.