LOGGING IN TO ESSA

If you are logging in to ESSA from outside TDSB's network begin at step 1. If you are logging in from inside the TDSB's network begin at step 6.

1. Go to the TDSB's public website http://www.tdsb.on.ca and click on "Staff".

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	Home	Early Years	Elementary School	High School	Adult Learners	Parents	Community

2. Click on the "I Agree" button at the bottom of the disclaimer page.



3. Click on the **Login Here** button in the Staff Login box.

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4. This will take you to Staff Login page. Enter your network ID (i.e. your 6-digit employee number) and password and then click on the **Log in** button.

tdsb Toronto District School Bo	ard
← Back to Previous Page	
Our Staff Login page has chang If you had previously booked th <u>click here to find the new page</u>	ged. ne login page, please <u>e and update your bookmark.</u>
tdsb Staff Login	
Employee #:	
Password:	
→ Log in	
Forgot your Password?	

5. This will take you to the WebVPN Service screen. Click on the TDSBWeb link.

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Parenting Literacy	g and Family Centre	Parent and Family Literacy, Centre
	School Profile & Choices	School Profile and Choices Make changes to the information that appears in the School Profile and website for your school, or in the "Choices" document for secondary schools. Access via internet Explorer or Safari only.
۲	Section 23 Programs	Special Ed Live Registration Access via Internet Explorer or Safari only.
ga 🤽	OrgSite	IDSB ORG Site List OrgSites – these are SharePoint collaboration sites for specific TDSB working groups, listed alphabetically. All sites are based on user permissions, so you will only be able to access the site(s) that you have been given permission to view.
tds	b administration	Website Content Management Tool Use this link to maintain your website content. You will need to re-enter your ID/password when you click this link. Please enter your ID in the following format: TDSB/001234 (where 001234 is your employee ID). Access via Internet Explorer or Safari only.
٩	New Library System - LOGIN Contribution & Reports	New Library System Login For teacher-librarians to access the School Library circulation and reporting system. Access via Internet Explorer or Safari only.
₽ SA	MS	School Account Management System

6. Click on the **Teachers** tab. NOTE: If you are logging in from outside the TDSB network, you can continue to step 7, otherwise, if you are logging in from inside the TDSB network, you should continue with step 8.

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Home	Employee Services	Directories	Publications	Calendar	rs Goo	gle Apps		

7. Login into the WebVPN Server. Enter your network ID (employee number) and password and then click on the **Continue** button.

Wet	o Server Authentication Required
Ent	er your username and password
Username:	
Password:	
	Continue

8. Click on **Teachers' Toolbox**

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	Se	cure ES Site Tru	istees Sup	oort Staff	Principals	Teachers	
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Professional Growth Administrative Resources Web Map Here a	II Links re some quick links to g	get you started:					

9. Click on the Elementary Summer School Assessment (ESSA) link.

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TDSB Home Teachers' Site Teaching & Learning Student Support Teachers' Toolbox ArtsJunktion Recycle Centre Report Cards Grade 1 - 8 Transitions Forms Communication Tools Professional Growth Administrative Resources Web Map	Teac Alterna ArtsJur Attend Centra Charac Classro Dual C Elemer Experio Ministr Teache	chers' ative Repor nktion Recy lance and I ance and I I Co-op Ap cter Develo com IT Sup ulum Resou redit Appli ntary Sumn ential Learn ry of Educa er passwor	Toolbox t Card (ALTRC) ycle Centre Dispatch (Smart oplication Tool (pment oport urces Catalogue ication System (I ner School Asses ning Informatior d: oerb	Find Expr CCAT) and Orde DCA) ssment (E ssment (E ssment (E ssment (E)	ess) r Forn SSA) ELIS) ce Ban	n – May 2] k(web sit	2019 te) Log in T	eacher userid: t	dsbteacher

You will be presented with the ESSA welcome screen shown below.

tdsb	Elementary Summer School Assessment (ESSA)
Login to ESSA	Welcome to ESSA
Navigation	ESSA facilitates teachers of the TDSB Continuing Education elementary summer schools in entering their student assessm
Home	and Exit Level assessments for the related summer school program(s) as well as Learning Skills, and Teacher Comments.
Video Tutorials	
ESSA Highlights	
Support	

THE BUTTONS

"Home" – This is the default screen. You enter the ESSA Welcome screen on this page and are returned to it each time the "Home" button is clicked. The "Alerts" on this screen will keep you informed about scheduled maintenance windows affecting access to the ESSA application.

"**Documentation**" – clicking on this button will take you to a PDF document with links to the various help topics related to the ESSA application. The documentation is organized by user role so that you can focus on exactly what you need.

"Video Tutorials" – video tutorials walk you through common functions such as entering assessments, monitoring the status of assessment entries, and printing Progress Reports.

"ESSA Highlights" – this link will present any recent changes (e.g. enhancements, "bug" fixes) or additions to the ESSA application that you need to be made aware of.

"Support" offers contacts for whom to call under different circumstances. It will also offer warnings on known problems or workarounds for different browsers or versions of browsers, etc. 10. Clicking on the "Login to ESSA" button will take you to the ESSA Login screen as shown below. Type in your network "User Name" (i.e. your 6-digit employee number) and "Password" and either click on the "Login" button or hit the [Enter] key.

Login	
lser Name Password	Please use your TDSB user ID and current password. You must have Trillium access to use this application.
assinora	

To be able to access the ESSA application, a user must have a valid TDSB network ID and password and they must be authorized by the Trillium school system's security to access one or more schools in the ESSA application.

ERROR MESSAGES

"Sorry login failed. User not found." – The "User Name" entered is not a valid TDSB network ID. The user's network ID is not valid with respect to the Active Directory.

"UserId or password were incorrect" – Either the "User Name" entered or the "Password" entered, or both are invalid.

"You are not authorized by Trillium security to access the ESSA application." – The "User Name" and "Password" entered are valid but the user is not authorized to access any schools in the ESSA application based on Trillium security.