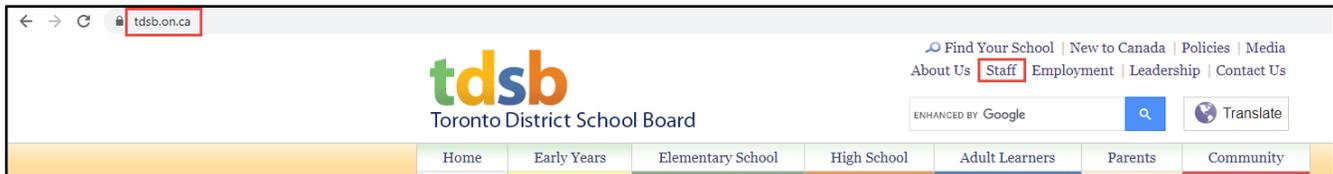


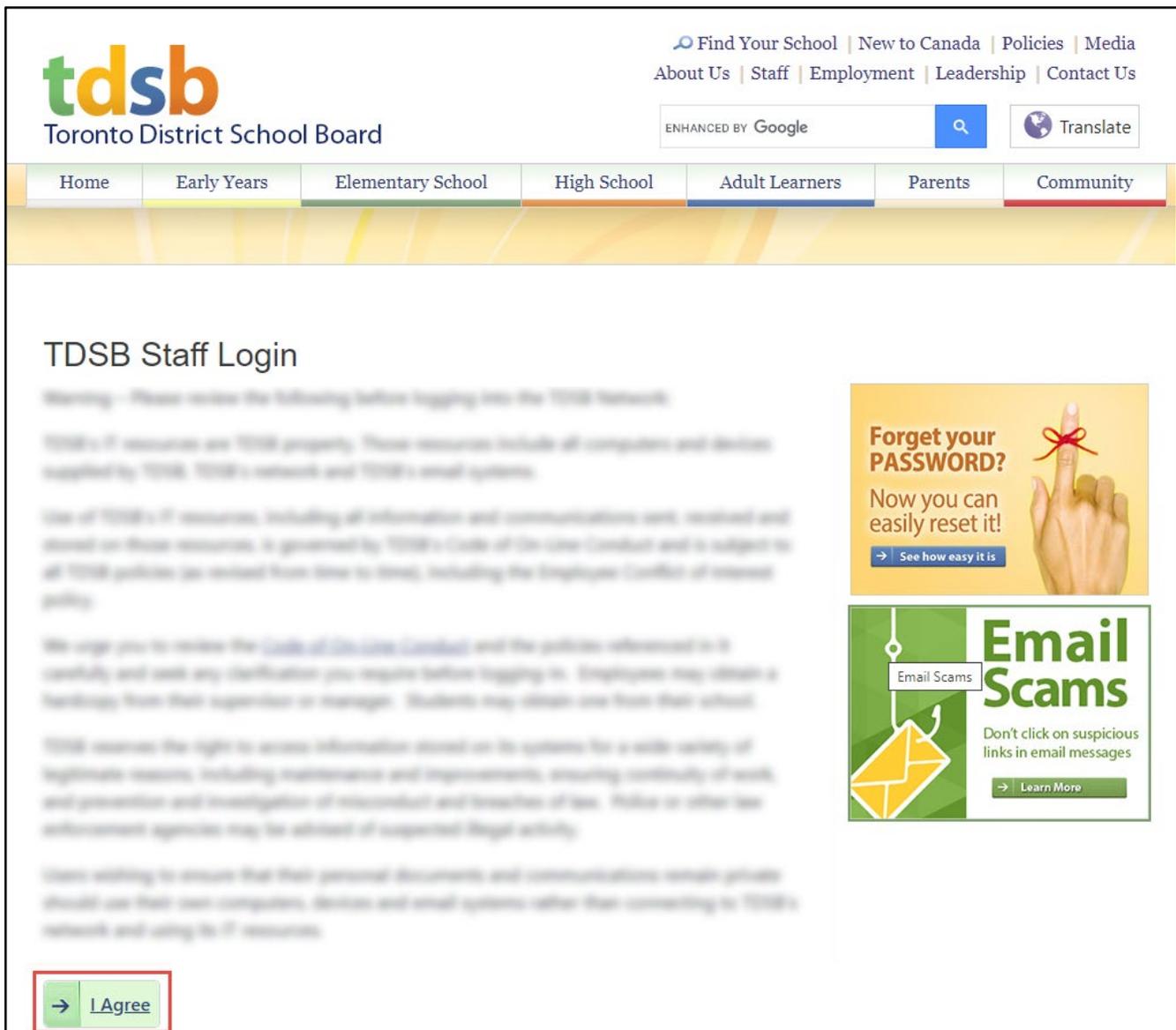
## LOGGING IN TO ESSA

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".



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.

The screenshot shows the TDSB website header with navigation links: Find Your School, New to Canada, Policies, Media, About Us, Staff, Employment, Leadership, and Contact Us. Below the header is a search bar and a Translate button. A navigation menu includes Home, Early Years, Elementary School, High School, Adult Learners, Parents, and Community. The main content area features a heading: "Please use the links below to directly access the service".

Services listed include:

- AW** (Academic Workspace 3.0): [Log in to Academic Workspace](#) Communication & Collaboration
- TDSB Gmail**: [Gmail for Classroom Based Staff](#)
- Outlook**: [Microsoft Outlook Web Access](#)
- myINFO**: [myINFO Employee/Manager-Self-Service](#) View or update your TDSB specific tasks or personal information.
- myPATH**: [myPath Professional Learning and Training](#)
- SAP CRM**: [SAP CRM](#) Access to Special Education Processes (IEP/IPRC), Incident Management and Apply for a Security Card.
- service it**: [ServiceIT](#) Your single point of contact for all IT services and support.
- SmartFindExpress**: [SmartFind Express](#) Please call TDSB Dispatch Help Desk for assistance:  
Teaching: 416-338-4747 option 2  
Support Staff: 416-338-4747 option 3
- Trillium Web-based Report Cards**: [Trillium Web-Based Report Cards](#) for K - 8 - For Teachers, Principals and Vice-Principals only.
- TWebSA**: [Trillium Web Secondary Achievement](#) Online marks input to Trillium for secondary teachers.

A **Staff Login** box is highlighted with a green border, containing the TDSB logo, the text "Staff Login", and a button labeled "Login Here" with a right-pointing arrow. Below the button, it says "Log in to access all other applications not listed here."

- 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 Board

← [Back to Previous Page](#)

Our Staff Login page has changed.  
If you had previously booked the login page, please [click here to find the new page and update your bookmark.](#)

**tdsb** Staff Login

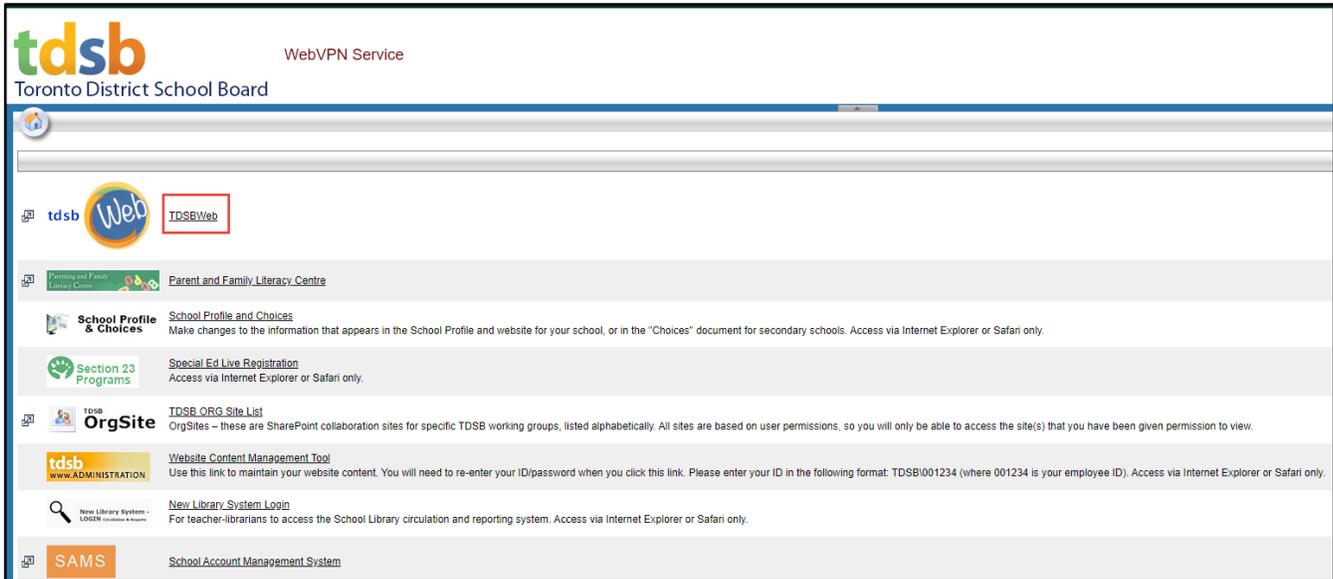
Employee #:

Password:

→ [Log in](#)

[Forgot your Password?](#)

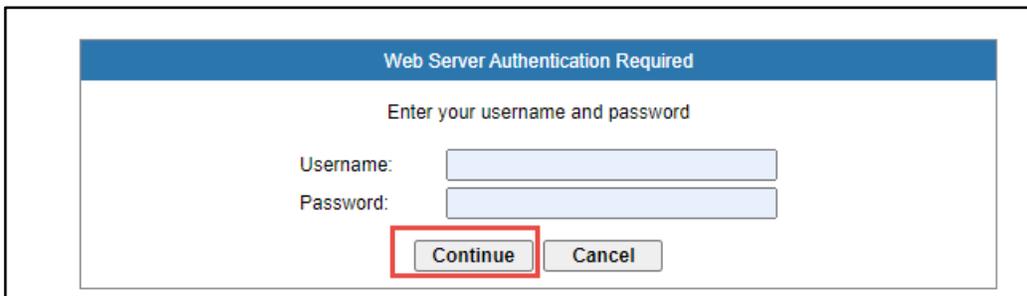
5. This will take you to the WebVPN Service screen. Click on the TDSBWeb link.



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.



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



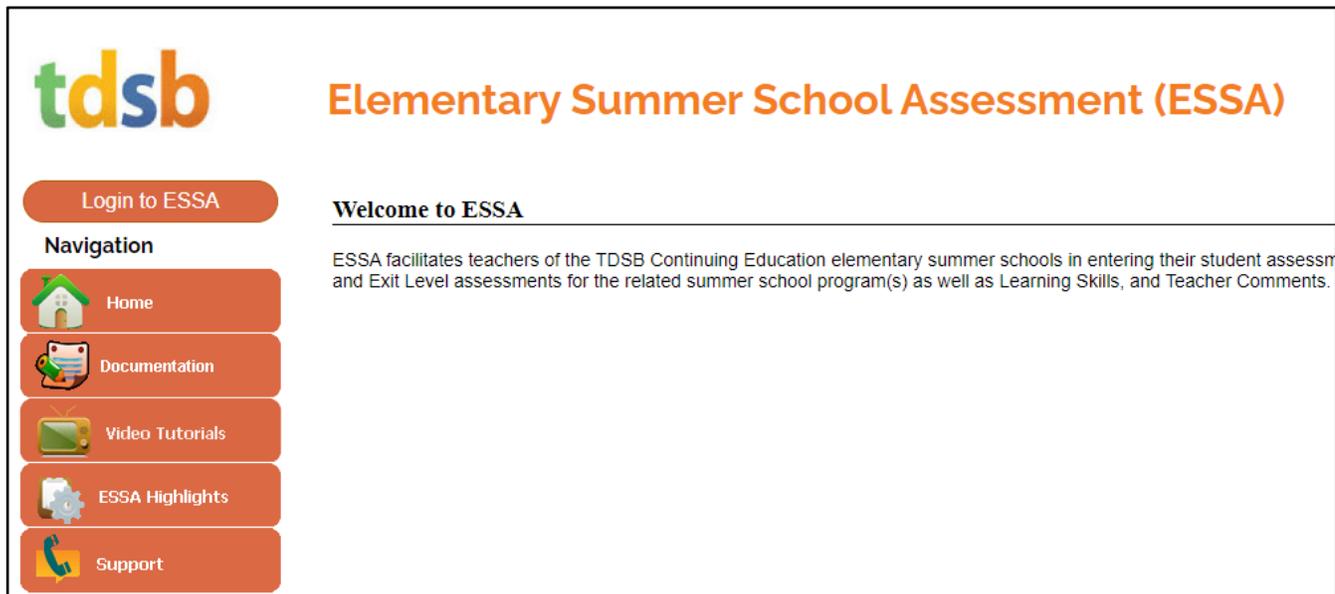
8. Click on **Teachers' Toolbox**

The screenshot shows the TDSB Web Teachers' Site. The header includes the TDSB logo, navigation links for Secure ES Site, Trustees, Support Staff, Principals, and Teachers, and social media icons. A search bar and a Quick Links dropdown are also present. The main navigation bar includes Home, Employee Services, Directories, Publications, Calendars, and Google Apps. On the left, a sidebar menu lists various categories, with 'Teachers' Toolbox' highlighted by a red rectangular box. The main content area is titled 'Teachers' Site' and contains a 'Quick Links' dropdown, a welcome message, and a 'Useful Links' section.

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

The screenshot shows the TDSB Web Teachers' Toolbox page. The header and navigation are identical to the previous screenshot. The sidebar menu on the left has 'Teachers' Toolbox' selected, and its sub-items are visible. The main content area is titled 'Teachers' Toolbox' and lists various resources. The link 'Elementary Summer School Assessment (ESSA)' is highlighted with a red rectangular box. Below this link, there is a login section for the Ministry of Education's Educational Resource Bank (ERB) with the user ID 'tdsbteacher' and password 'oerb'.

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



## 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.

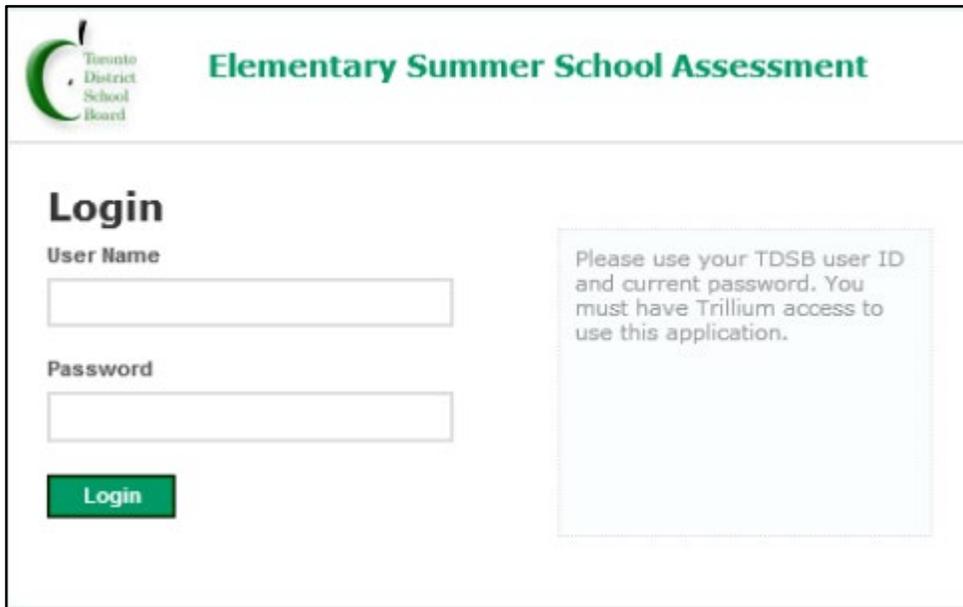
**“Documentation”** – clicking on this button will take you to a PDF document with links to the various help topics related to the ESSA application. The documentation is organized by user role so that you can focus on exactly what you need.

**“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.



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.