

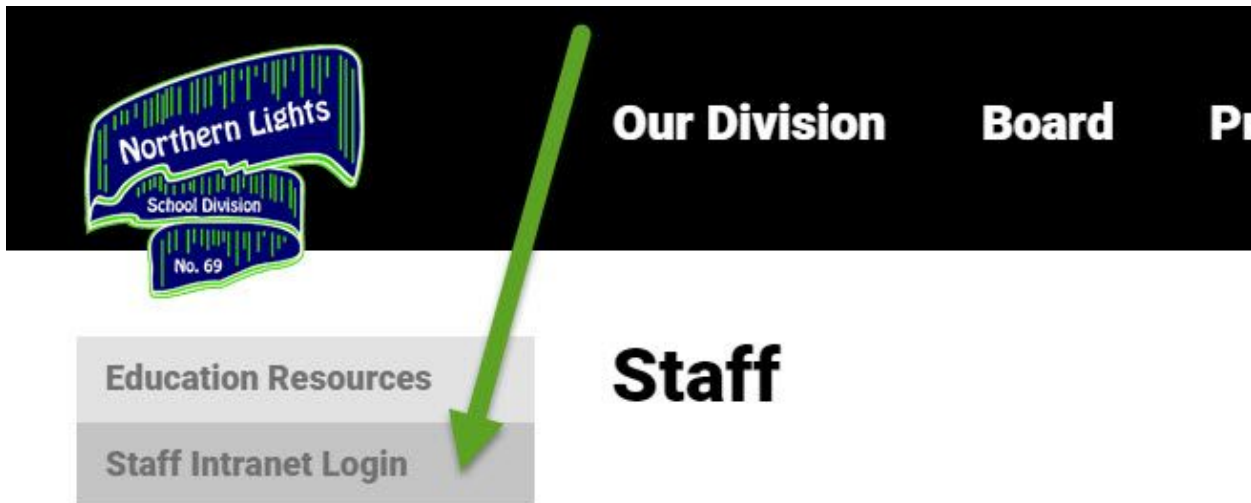
NLSD Intranet - Accessing the NLSD No. 69 Intranet from home

NOTE: The NLSD Intranet houses all of NLSD's important procedures and other staff related information. If accessing the intranet from home, some extra security must be approved and accepted. You will just have to confirm an email once to do this. It may also need to be done, if accessing the intranet from other foreign networks.

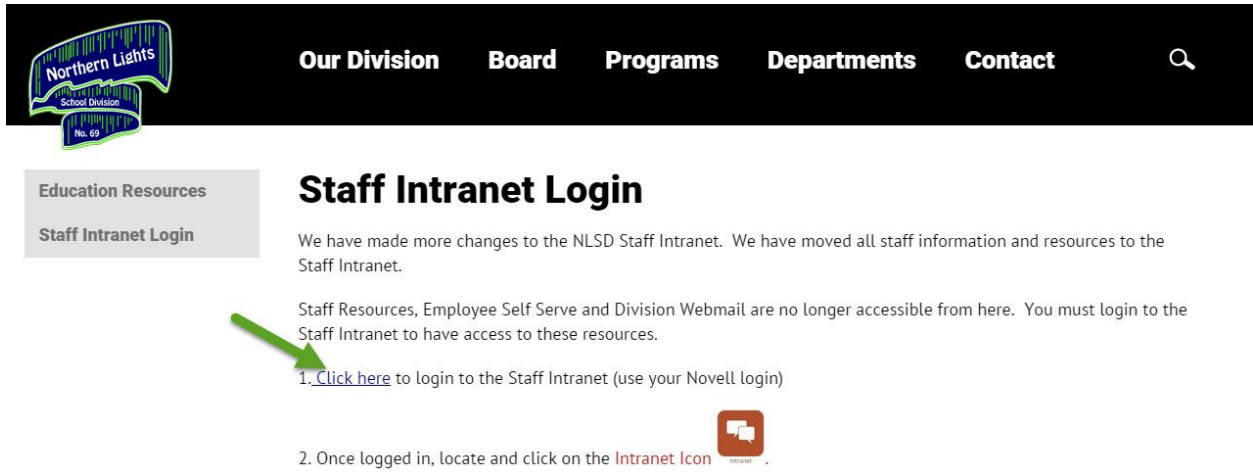
1. Go to <http://www.nlsd.ab.ca>
2. Find the Staff Link/Picture about halfway down the page, click on the it:



3. You will arrive at this page, click on the intranet link:




4. You will arrive here, choose the “click here link”:



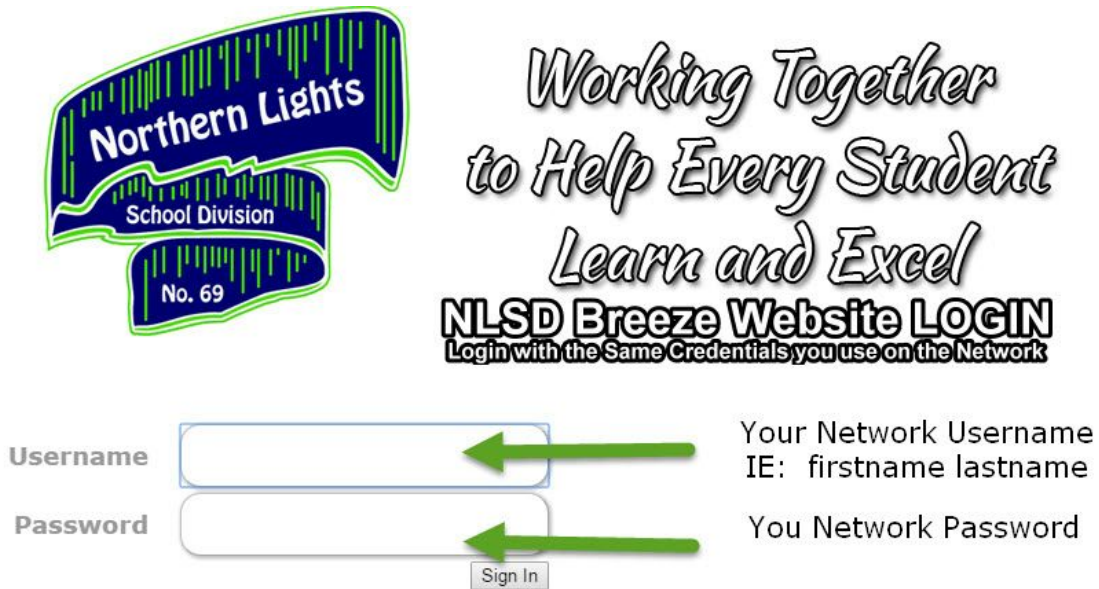
The screenshot shows the website header with navigation links: **Our Division**, **Board**, **Programs**, **Departments**, and **Contact**. A search icon is on the right. On the left, there is a sidebar with **Education Resources** and **Staff Intranet Login**. The main content area is titled **Staff Intranet Login** and contains the following text:

We have made more changes to the NLSD Staff Intranet. We have moved all staff information and resources to the Staff Intranet.

Staff Resources, Employee Self Serve and Division Webmail are no longer accessible from here. You must login to the Staff Intranet to have access to these resources.

1. [Click here](#) to login to the Staff Intranet (use your Novell login)
2. Once logged in, locate and click on the **Intranet Icon** 

5. You will be presented with the intranet authentication page:




The screenshot shows the authentication page with the Northern Lights School Division logo on the left. The main text reads:

*Working Together
to Help Every Student
Learn and Excel*

NLSD Breeze Website LOGIN
Login with the Same Credentials you use on the Network

Below the text are two input fields:

Username  Your Network Username
IE: firstname lastname

Password  You Network Password

A **Sign In** button is located below the Password field.

6. IF you are at home, or on a foreign network, you will be presented with this page:



Add Your Location

Breeze for Teachers requires your current location (205.206.26.3) to be on our secure list to ensure you are... well... you! Adding your current location is easy and takes less than a minute. Check your inbox for an e-mail from us and click on the link and we'll know it's you.

Make sure to check your junk mail or spam folder in case it gets caught. If you still don't receive the e-mail please contact our [support team](#).

7. You will now need to login to your NLSD email to approve your location. Go to: <https://mail.google.com>

Login with your nlsd.ab.ca google apps account:

username: [firstname.lastname@nlsd.ab.ca](#)

password: your network password

8. The approval email, will more than likely be in SPAM, click on **MORE** in the NLSD GMail interface:

COMPOSE

Inbox (691)

Starred

Sent Mail

Drafts (2)

Archive2

Notes

Tran (69)

More ▾

9. The list will expand, and you will see SPAM, click on SPAM:

Less ▲

Important

Chats

All Mail

Spam (196)

10. In your SPAM email list, you will see the Intranet Approval email, the subject will be, “Dreamstalk”:

☆ Dreamstalk Studios

Breeze for Teachers - Add Your Location - Adding your location is easy! Just click on the link below

Click on this email, inside the email, you will see a “add my locaiton’ link. Click on the link:

Breeze for Teachers - Add Your Location Spam x



! Dreamstalk Studios <noreply@dreamstalk.ca>
to me ▾

10:33 AM (5 minutes ago) ☆ ↶ ▾

⚠ Why is this message in Spam? It contains content that's typically used in spam messages. [Learn more](#)

Adding your location is easy! Just click on the link below.

• [Add my location](#)

11. You will be forwarded to this page, YOU DON'T DO ANYTHING HERE, YOU ARE APPROVED!:

Breeze for Teachers v5.1

You must provide a valid Breeze for Teachers server.

Access Server



[Dreamstalk Studios](#)
[Breeze for Teachers v5.1](#)

12. Repeat steps 1 - 5, and you WILL now be able to login, and arrive and the intranet Portal:

Home



Daytimer



Intranet