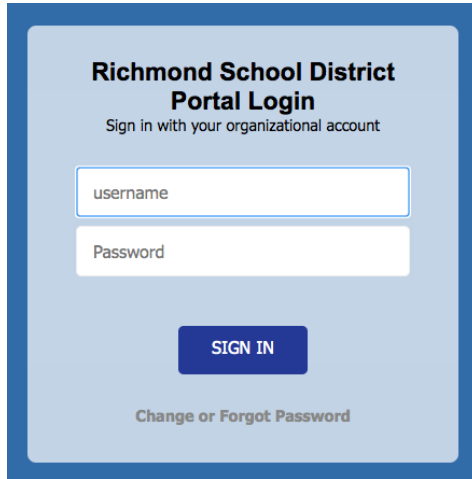


## PORTAL (Scholantis) & TEAMS (Microsoft) Login

1. Go to <https://portal.sd38.bc.ca>
2. The following should come up in your browser:



**Richmond School District  
Portal Login**  
Sign in with your organizational account

username

Password

**SIGN IN**

[Change or Forgot Password](#)

3. **Username** – provided to you via email from Tech Services Department; if you do not know your password, please contact school office.
  - **PORTAL** Username: 2-letter-initials and 6-digit numbers  
(e.g. Jane Doe’s username will be JD000001)
  - **TEAMS** Username: same as above with @sd38.bc.ca  
(e.g. Jane Doe’s username will be JD000001@sd38.bc.ca)
4. **Password** – should be your existing portal password; if you forget your password, please contact school office for reset
  - Once password reset, please log in to **Portal** FIRST to change new password
  - Wait for 30 mins, you’ll be able to log in to **Teams** with the same new password