

You will need your Admission Verification form to access your Student Email and Student Portal

Three Rivers Demo System			
ADMISSION VERIFICATION			
APPLICANT INFORMATION			
LastName :	Smith	FirstName :	John
MiddleName :		StudentID :	00000151559
PROGRAM INFORMATION		HOME ADDRESS	
Graphic and Print Technician Main		7 Fultz Blvd Winnipeg MB R8B 9N7	
		Email1 : Smith57267@workschool.ca	
		Email2 :	
		Home : 204-000-0000	
		Cell :	
STUDENT PORTAL ACCESS INFORMATION			
URL :	https://my.mitt.ca/students		
Username :	Smith57267		
Password :	MITT#####! (##### is your studentID including all zeros. We recommend you change this after logging in.)		
STUDENT EMAIL PORTAL ACCESS INFORMATION			
URL :	https://login.microsoftonline.com		
Email :	Smith57267@workschool.ca		
Password :	MITT#####! (##### is your studentID including all zeros. We recommend you change this after logging in.)		
Social Insurance Number :	Date of Birth :		02/09/1993
Term :	Citizenship :		
Gender :	Male		
EMERGENCY INFORMATION			

Admission Verification form


Each student will be provided an Admission Verification form when they begin a training program. If you require an additional copy of the Admission Verification form, visit a client services representative to obtain one. You will need to present personal identification to obtain the form.

MITT Student Email – Accessing Your Account

1. In an internet browser, navigate to: <https://login.microsoftonline.com>
2. In the 'Email or phone' field, enter the email listed beside 'Email1:' on your Admission Verification form

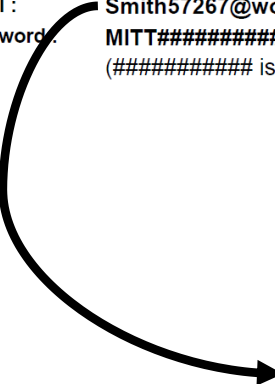
STUDENT EMAIL PORTAL ACCESS INFORMATION

URL : <https://login.microsoftonline.com>
Email : **Smith57267@workschool.ca**
Password : **MITT#####!**
(##### is your studentID including all zeros. We recommend you change this after logging in.)



Work or school, or personal Microsoft account

Keep me signed in



3. Your email password is in the format: **MITT#####!**
 - a. First, input: **MITT**
 - b. Next, input your Student ID exactly as it appears on your Admission Verification form: **eg. 00000150901**

ADMISSION VERIFICATION

APPLICANT INFORMATION

LastName : Smith	FirstName : John	MiddleName :	StudentID : 00000150901
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c. Finish your password with an exclamation point: !

d. The complete password will look like this: **MITT00000150901!**

StudentID : 00000150901

MITT#####!

eg. MITT00000150901!



Work or school, or personal Microsoft account

Smith57267@workschool.ca

.....

Keep me signed in

4. Click 'Sign in'

Sign in

5. You will be required to set up a password recovery option to activate your email, click 'Set it up now'

Set it up now

6. You must complete one of the three password recovery options to continue. Select 'Authentication Phone', 'Authentication Email' or 'Security Questions' and click 'Set up now'

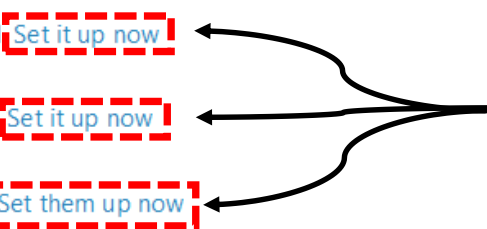
To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

! Authentication Phone is not configured [Set it up now](#)

! Authentication Email is not configured [Set it up now](#)

! Security Questions are not configured [Set them up now](#)

Choose one of the three recovery options, then follow the steps to set it up

A diagram consisting of three arrows pointing from the right towards the 'Set it up now' links in the three options listed above. The arrows originate from a single point on the right and branch out to point at each of the three links.

7. After you have configured a recovery option, click 'Finish'

finish

8. Congratulations! Your student email is now ready to use!

MITT Student Portal – Accessing Your Account

1. In an internet browser, navigate to: <https://my.mitt.ca/students>
2. In the 'Username' field, enter the Username as it appears on your Admission Verification form, ie: john1023512

STUDENT PORTAL ACCESS INFORMATION

URL : <https://my.mitt.ca/students>
Username : Smith57267
Password : **MITT#####!**
(##### is your studentID including all zeros. We recommend you change this after logging in.)

Note: Required fields are marked with an asterisk (*)

*Username:
*Password:

Login

[Forgot Password?](#)
Contact the General Office at 204-989-6500 if you forgot your Username

3. In the 'Password' field, you will enter a password in the format: **MITT#####!**
 - a. First, input: **MITT**
 - b. Next, input your Student ID exactly as it appears on your Admission Verification form: **eg. 00000150901**

ADMISSION VERIFICATION

APPLICANT INFORMATION

LastName : Smith	FirstName : John	MiddleName :	StudentID : 00000150901
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- c. Finish your password with an exclamation point: !

d. The complete password will look like this: **MITT00000150901!**

StudentID : 00000150901

MITT#####!

eg. MITT00000150901!

Note: Required fields are marked with an asterisk ()*

*Username:

*Password:

Login

[Forgot Password?](#)

Contact the General Office at 204-989-6500 if you forgot your Username

4. With your Username and Password entered, click 'Login'

Login

5. Once you are logged in, you will need to select your term. Click '(Change)' then click on the term indicated on your Admission Verification form

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John Smith (sample)
Current term: 15-16 C (Change)

Edit Profile Change Password

Logout

Student Portal

Home

Social Insurance Number :
Term : 15-16 C
Gender :

- 15-16 HS
- 15-16 ESL
- 15-16 Ch
- 15-16 CE
- 15-16 C

6. You are now logged into the Student Portal!