



## How to log in to the Student Census Family Guide for Students in Kindergarten to Grade 3

A resource to help families to log in and complete the student census for **each** student in Kindergarten to Grade 3 in your household. Students in Grades 4 to 12 will complete the census at school.

### Before the Census:

1. Please review the census ahead of time. It is posted at <https://www.limestone.on.ca/board/studentcensus>
2. Please have on hand LDSB login information for **each of your K-3 students** prior to accessing the census
3. Families can access the Census FAQ for further IT technical guidance on technical difficulties. If you are having difficulty logging in, or require more technical support, please contact our Information Technology Services team at 613.417.3559 between 7:30 a.m. to 4:30 p.m., Monday to Friday, or at [studentcensus@limestone.on.ca](mailto:studentcensus@limestone.on.ca)
4. If you have more than one student in Kindergarten to Grade 3 in your household, you will need to make sure you are logging off of each student's email account before starting the steps for the next student. If you are having trouble with this, restarting your device is a quick way to make sure the previous account will be completely logged off.

### LDSB Account Login information:

LDSB Students are provided an account id and password to gain access to online apps such as Minds Online and any Microsoft applications.

Visit our [Student Sign In Guide \(https://limestone.topdesk.net/solutions/open-knowledge-items/item/KI%200930/en\\_GB/\)](https://limestone.topdesk.net/solutions/open-knowledge-items/item/KI%200930/en_GB/) for more information on accessing **each of your K-3 student's** login information to access the census.

**Opening the Census:** The census can be accessed through any internet browser but please use the **Google Chrome browser** for accessibility tools such as Google read and write and Google translate if necessary.

### OPTION 1: Instructions for opening **each student's** census

1. Type MyO365.limestone.on.ca into the browser location bar
2. If not logged into O365, login with your child's LDSB username and password



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3. Find the Outlook icon listed in the left-hand button panel
4. Open Outlook ensure you are viewing the **Inbox**.
5. Look for an email from [studentcensus@limestone.on.ca](mailto:studentcensus@limestone.on.ca)



### OPTION 2: Instructions for accessing each student's census

1. Type limestone.on.ca into the browser location bar
2. Click Minds Online on the button panel, below Upcoming Events
3. If not logged into Minds Online, login with your child's LDSB username and password
4. Find the MyO365 icon listed in the button panel beneath the heading banner. Click to open
5. Find the Outlook icon listed in the left-hand button panel
6. Open Outlook and, ensure you are viewing the **Inbox**.
7. Look for an email from [studentcensus@limestone.on.ca](mailto:studentcensus@limestone.on.ca)



### During the Census:

1. Please refer to the Family Guide provided to help answer the questions on the census if necessary.
2. You may revise your answers by using the back arrow at the bottom of each page.

### Ending the Census:

1. Ensure you reach the screen that says, "Thank you for taking the time to answer the questions..."
2. If you have more than one K-3 student in your household, please repeat these instructions for each student in your household.