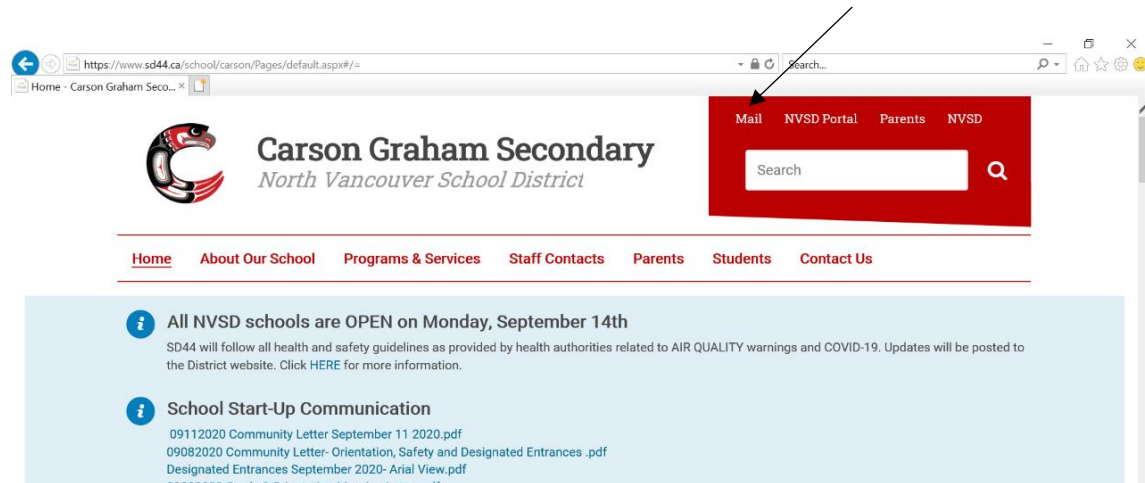
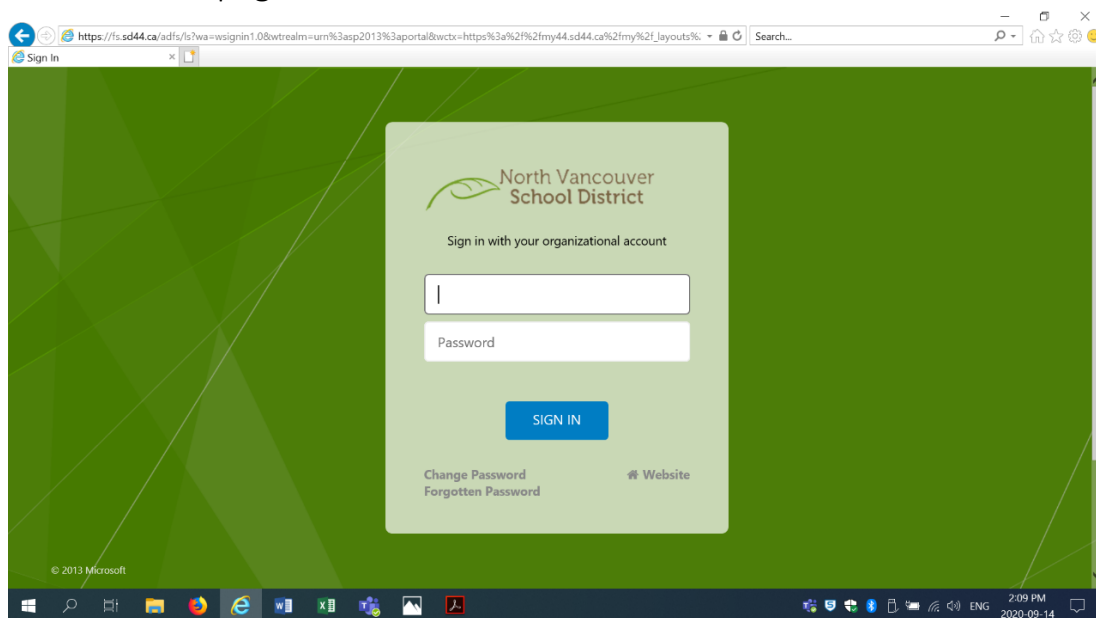


# Getting to your Managebac Account for the 1<sup>st</sup> time

1. Go to [www.carsongraham.ca](http://www.carsongraham.ca)
2. At the top right in the red box, **click Mail**. If you're on a mobile device, go to the bottom of the page and click Utility links to see "Mail"



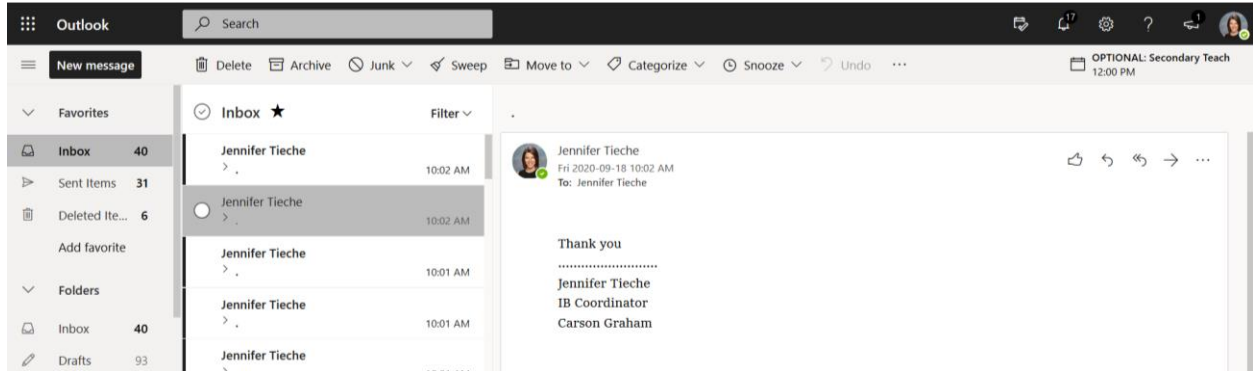
You'll see this page:



3. In the top field **type your Active Directory number** (the number with the letter s at the end). See the IB Coordinators in A202 if you don't know your number and password.
  - a. This number allows you to access school computers and wifi.
  - b. This number @sd44.ca is your school email address

4. In the bottom field, **type your password**.
  - a. See the IB Coordinators in A202 or your Grade Counsellor if you don't know your number and password.

After you log in you'll see this.



5. This is your in box. In your in box you will see a message from Managebac. If you do not, type “Managebac” into the search window.
6. Read the message and follow the prompts to set your password.