VANCOUVER ISLAND WEST SD84

Re: Your New SD84 E-Mail Address

As an employee of VIW SD84, your earning statement will be emailed to you via your new SD84 email address.

Adobe Acrobat must be installed on your computer to open and read the earnings statement. Adobe can be downloaded through the icon on the District Web Site.

Your email address with the School District is set up as ***firstinitiallastname@viw.sd84.bc.ca*** (example: *jdoe@viw.sd84.bc.ca*), and accessed on the Internet through the District Web Site - *www.sd84.bc.ca*. Just follow the link to log on.

Your password is "**password**" and once you have logged in, **please change your password**.

If at any time you have trouble opening your email or your pay statement, please contact the School Board Office. Please be advised that the pay statement cannot be printed by the Payroll Department once it has been emailed.

Please note: Because much of SD84's communication is by e-mail, it is important that you check your SD84 e-mail on a regular basis.

Thank you!

AJ/eg

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