

# ACCESSING THE USER PORTAL

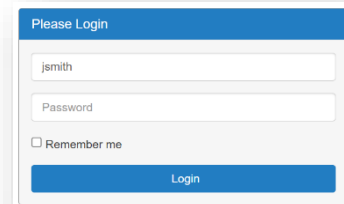
SAANICH SCHOOL'S NEW PHONE SYSTEM

## LOGGING IN

The user portal is found at  
<https://phone.saanichschools.ca/>

Sign in using your district **username** (without the @saanichschools.ca) and your district **password**.

Once logged in you will see six options:

A screenshot of a login form titled "Please Login". It features a blue header bar with the title. Below the header are two input fields: the first is labeled "jsmith" and the second is labeled "Password". There is a checkbox labeled "Remember me" below the password field. At the bottom of the form is a blue button labeled "Login".

## CALL HISTORY

This is an historical accounting of calls made to, or by you if you are using a dedicated phone or have hot-desked or logged into a phone.

## VOICEMAIL

This is a place to manage your voicemail (play, classify, delete or save.) **You can also manage your voicemail greeting and the recording of your name in the directory.**

## CONTACT

There are 3 types of contacts, personal, business, and directory. Choose Directory from the dropdown to see the local extension of all numbers in the school district.

## CALL HANDLING

Here you can select options like forwarding and twinning (similar to forwarding, but it will ring BOTH phones)

## PREFERENCES

Use the preferences section **to change your voicemail PIN, voicemail-to-email settings and the programmable keys** on your phone.