

OSSLT – Instructions – How to Find Your OEN (Ontario Education Number)

these instructions work whether you are using a **chromebook** or a **desktop**
NOTE: they **may NOT** work if you are using a **cell phone**

turn on your device (chromebook or desktop computer)

login with your **WCDSB student login**
(chromebook: 12345ABC@wcdsb.ca desktop: 12345ABC)

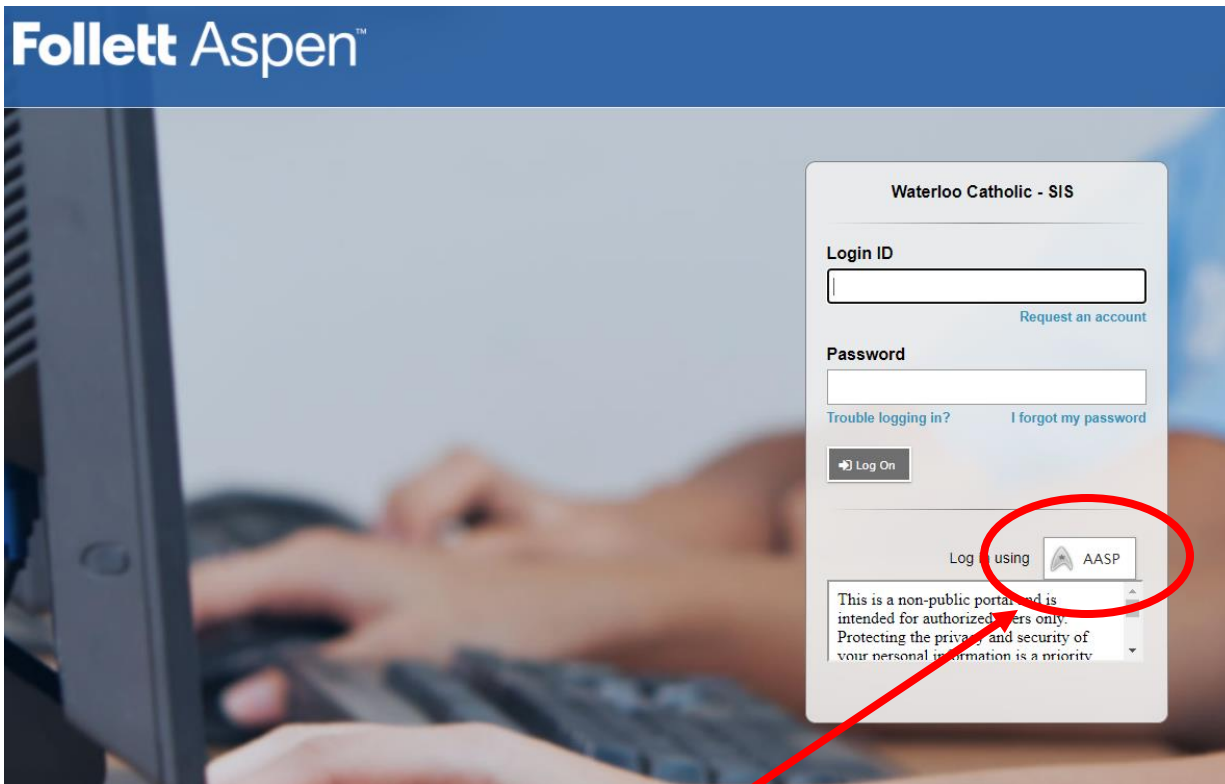
open a **Chrome browser**

open a tab, search for the **St. Mary's HS website**, or use the link: <https://stmary.wcdsb.ca/>

click on the green **Aspen Student Portal** icon

The screenshot shows the website's navigation bar with links for "Future Eagles", "Parents", "Academics", and "Student Supports". Below this are two blue buttons: "COVID-19 SCHOOL SCREENING TOOL" and "VOLUNTEER AND VISITOR VACCINATION FORM". The main content area features "Quadmester - 1 - Important Information" for "September 7, 2021 - November 12, 2021". A list of links includes "Calendar", "Daily Schedule", "B's Schedule", "Aspen Student Database", and "Student Supports". A "click here" button with a hand icon points to the "Aspen Student Database" link. A red arrow points from the "click here" button to a green "Aspen Student Portal" icon in the footer. The footer also contains logos for "EagleVision Daily Bulletin Board", "BOOK A GUIDANCE APPOINTMENT", "school cash online Pay for student items online", "Safe Spaces LG&TQ2+ Supports", and "Mental Health & Wellbeing".

a new tab will open, and you'll see the following:



do **NOT** enter an **Login ID** (leave it **BLANK**) do **NOT** enter a **Password** (leave it **BLANK**)

DO – click on the white **AASP button** at the bottom right (Log in using AASP)

you'll see the following window - click on **My Info**



you'll see the following window - look for your **OEN** towards the bottom left of the screen

Waterloo Catholic District School Board 2021-2022

Page **My Info** Academics Groups Calendar Locker Log Off

My Record

My Details Options Reports Help

Current Schedule Cancel Default Template

Contacts Demographics Addresses Photo

First name	Nita	School > Name	St Mary's High School
Middle name		Next School > Name	St Mary's High School
Last name	Smith	Grade level	11
Local ID	111222333	Locker	[Redacted]
OEN	123-456-789	Locker Combination Number	[Redacted]
School Email	123SMI@wcdsbcloud.ca		
User Login	123SMI@wcdsb.ca		

Cancel

Note: your **OEN** is *different* from your **St. Mary's** student number ("Local ID")