

How to find Forms and Templates

1. Login to your O365 account via the web.
2. Click the Waffle, and click “Sharepoint.”
3. On the left side of the page, click “BWDSB Home Site.”
4. On the left side of the page, click “Forms and Templates.”
5. You can scroll to the form you need, or if you know the numbered code, you can enter it (no spaces) in the search field in the top right corner.

How to find Policies and Procedures

1. Login to your O365 account via the web.
2. Click the Waffle, and click “Sharepoint.”
3. On the left side of the page, click “BWDSB Home Site.”
4. On the left side of the page, click “Policies and Procedures.”
5. This will open a web page with the full list of the board’s policies and procedures. (http://www.bwdsb.on.ca/director/Policies_Procedures_Index)
6. You can scroll to the policy or procedure you need, or if you know the numbered code, you can enter it (no spaces) in the search field in the top right corner.