

How to Create a Teacher Account in XpressLab

If you are a Licensed Teacher in Ontario, you can create an XpressLab account under your OSAPAC license. Follow the steps below to create a Teacher Account in Xpresslab.

1. Access the XpressLab login page by navigating to edu.xpresslab.com. Then, click the **Create Account** button.



The image shows the XpressLab login page. At the top is the XpressLab logo. Below it is a message: "Please enter your username and password. If you have forgotten your password, please proceed to the [Reset Password Tool](#)". There are two input fields: "Username:" and "Password:". Below these is a "LOGON" button and a "Remember Me?" checkbox. At the bottom, there is a red button labeled "CREATE ACCOUNT".

2. Select the **I Am a Teacher** option.



The image shows the XpressLab registration page. At the top is the XpressLab logo. Below it is the heading "Register for an XpressLab account" and a message: "Signing up for an XpressLab account is easy! Select your role to begin the registration process." There are two red buttons: "I AM A STUDENT" with a question mark icon and "I AM A TEACHER" with a question mark icon. The "I AM A TEACHER" button is highlighted with a red border. Below the "I AM A STUDENT" button is the text "YOU MUST OBTAIN A COURSE ACCESS KEY BEFORE PROCEEDING". Below the "I AM A TEACHER" button is the text "REGISTER FOR A TEACHER ACCOUNT".

3. Select your District School Board or Institution Name using the drop down list of options. Then, click the red **Continue** button. Note: If your District School Board or Institution Name is *not included* in the list of options, please email helpdesk@xpresslab.com.



The image shows the XpressLab sign-up page. At the top is the XpressLab logo. Below it is the heading "Sign-Up" and "Step 1 of 4". The sub-heading is "Register for a Teacher Account". The main heading is "Select your District School Board or Institution Name". Below it is a message: "To sign up for an account, start by selecting your District School Board or Institution below:". There is a dropdown menu labeled "Select District School Board or Institution Name:" with "Catholic District School Board of Eastern Ontario" selected. Below the dropdown menu is a red button labeled "CONTINUE".

4. Enter a valid email address issued by you school board. Note: You cannot use a personal email address (such as Gmail or Hotmail) when creating an XpressLab account.

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Sign-Up Step 2 of 4

Select District School Board or Institution Name: Catholic District School Board of Eastern Ontario

E-Mail Address : Type e-mail address below

E-mail Verification

Only teachers with a registered e-mail address are permitted to create an account. Please type the e-mail address that your school board or institution gave you.

Please contact the Help Desk at helpdesk@xpresslab.com if you need assistance.

E-Mail Address

5. Next, review your **e-mail address** and **District School Board** selection. If your email address is incorrect, click the red **change** link.

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Sign-Up Step 3 of 4

Select District School Board or Institution Name: Algoma DSB

E-Mail Address : cristina@email.adsb.on.ca [\(change\)](#)

Account Information

First Name:

Last Name:

Username :

Password:

Confirm Password

6. Complete the **Account Information** form by adding the following details: **First Name**, **Last Name**, **Username** and **Password**. Click the red **Create Teacher Account** button after completing the Account Information form. Note: The information provided in the sign up form can be adjusted in your **Profile**.

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Sign-Up Step 3 of 4

Select District School Board or Institution Name: Algoma DSB

E-Mail Address : cristina@email.adsb.on.ca [\(change\)](#)

Account Information

First Name:

Last Name:

Username :

Password:

Confirm Password

7. A confirmation message indicates that your account has been created. An email will be sent to your board issued e-mail address containing a **confirmation link**. Click on the **confirmation link** to access your XpressLab account. Note: Some school boards block automated e-mails or send these emails to your **spam** or **junk** folder. Please check both of these folders if the email does not appear in your inbox. If you do *not* receive a confirmation email within 15 minutes, please contact helpdesk@xpresslab.com.
8. Click the Log On button to login to your new XpressLab account.



XpressLab

Sign-Up Step 4 of 4

Select District School Board or Institution Name: Algoma DSB
E-Mail Address : cmattels@email.adsb.on.ca

Your Account Was Created.

A confirmation e-mail was sent to the e-mail address you specified when creating your account. You must verify your account by clicking the link inside the confirmation e-mail before you can login.

LOG ON