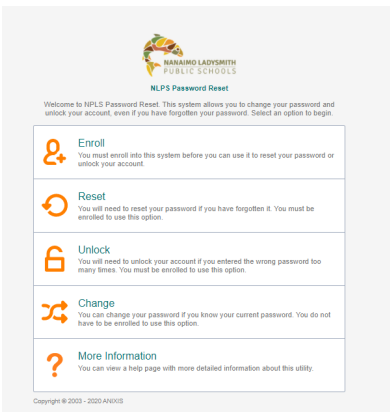
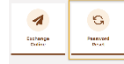


# Password Reset Utility

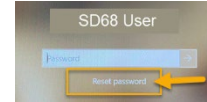


The Password Reset Utility can be found

on the [Staff Page](#)



at [login](#) on SD68 laptops or workstations,



on the [Intranet](#) page

or at this link here:

[https://pwreset.sd68.bc.ca/pwreset/en\\_default.htm](https://pwreset.sd68.bc.ca/pwreset/en_default.htm)

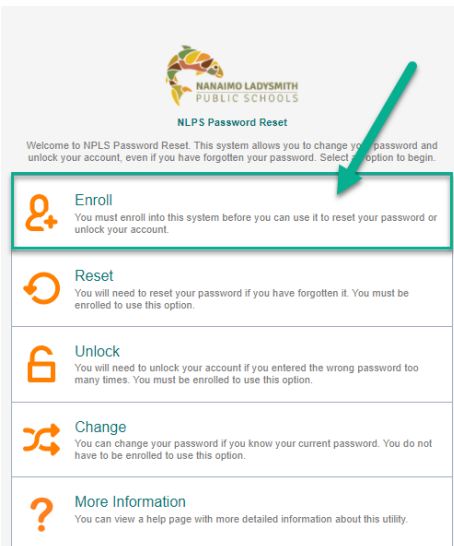
To use the Password Reset Utility, you must **enroll** first.

## Password Requirements

- Password must be a minimum of eight characters
- Valid Characters: A-Z, a-z, 0-9
- Valid Symbols: ~ ! @ # \$ % ^ & \* ( ) \_ + - = { } \ : " ; ' < > , /
- You may **NOT** re-use your last ten passwords
- Passwords expire after 180 days

If you receive a message that says “[The new password does not meet the complexity requirements](#)” that means that your password did not fit the above requirements and you will need to [pick a new one](#).

## Enroll



Direct link is here: [ANIXIS Password Reset: Enroll \(sd68.bc.ca\)](https://sd68.bc.ca/anixis/password/reset/enroll)

**Username:** The username you use to log on to SD68 computers

**Password:** The password you use to log on to SD68 computers

**Email:** [username@sd68.bc.ca](mailto:username@sd68.bc.ca) eg: [John.Doe@sd68.bc.ca](mailto:John.Doe@sd68.bc.ca)

**Questions:** Select a question then type the answer in the text box below. You will need to be able to answer these to reset your password.

**Enroll**  
 Enter your username, domain and password to confirm your identity. You cannot enroll if you have forgotten your password, or if your account is locked.

Select some questions and enter your answers to the questions. Choose questions that only you know the answers to. You will need to enter the same answers whenever you reset your password or unlock your account.

Username  1  
 Domain   
 Password  2  
 E-mail  3

Question 1  4  
 Answer

Question 2  5  
 Answer

Question 3  6  
 Answer  7

1. Enter your **Username**
2. Enter your **Current Password**
3. Enter your **SD68 email address**
4. Select **1st** question and enter your **Answer**
5. Select **2nd** question and enter your **Answer**
6. Select **3rd** question and enter your **Answer**
7. Select **Next**

- Select --
- What is your eldest brother's middle name?
- What is your eldest child's middle name?
- What is your eldest sister's middle name?
- What is your father's middle name?
- What is your father's year of birth?
- What is your mother's maiden name?
- What is your mother's middle name?
- What was the color of your first car?
- What was the name of the first school you attended?
- What was your childhood nickname?
- What was your favorite childhood game?
- What was your favorite childhood toy?
- What was your favorite schoolteacher's name?
- What was your favorite subject at school?
- What was your first pet's name?
- What was your high school's mascot?

**Finished**  
 You can now use this system to reset your password and unlock your account.

Select **OK** and you can now logon with your new password

## Change Password

If you know your current password, select the **Change** option in the **Password Reset Utility**  
<https://pwreset.sd68.bc.ca/pwreset/>

**Enroll**  
 You must enroll into this system before you can use it to reset your password or unlock your account.

**Reset**  
 You will need to reset your password if you have forgotten it. You must be enrolled to use this option.

**Unlock**  
 You will need to unlock your account if you entered the wrong password too many times. You must be enrolled to use this option.

**Change**  
 You can change your password if you know your current password. You do not have to be enrolled to use this option.

**More Information**  
 You can view a help page with more detailed information about this utility.

Direct link is here: [ANIXIS Password Reset: Change \(sd68.bc.ca\)](https://pwreset.sd68.bc.ca/pwreset/)

**Change**  
 Enter your username and domain, and then click Next to continue.

Use the change feature to change a known password. If you have forgotten your password and would like to change it, then use the **Reset** feature instead.

Username   
 Domain

Enter your **Username** then select **Next**

1. Enter your **old password** (current password)
2. Enter your **new password**
3. Confirm your **new password** by **entering it** again
4. Select **Next**

Select **OK** and you can now logon with your new password

## Reset Password

If you have forgotten your password **and** you have already enrolled in the Password Reset Utility, you can reset your password by selecting the **Reset** option <https://pwreset.sd68.bc.ca/pwreset/>

Direct link is here: [ANIXIS Password Reset: Reset \(sd68.bc.ca\)](https://pwreset.sd68.bc.ca/pwreset/)

Enter your **Username** then select **Next**

Enter your **3** answers to your **3 security questions** you selected when you enrolled and select **Next** after each one

**Reset**  
Enter your new password in the text boxes below.  
Do not leave your computer until your password is reset. If you must leave your computer, click Cancel first.

Username

Domain SD68

New Password

Confirm Password

**Next** Cancel

Enter your **new password**  
Confirm your **new password** by **entering it** again  
Select **Next**

**Finished**  
You can now logon with your new password.

**OK**

Select **OK** and you can now logon with your new password.

## Unlock Your Account

If you have been locked out of your account and you have enrolled in the password reset utility, you can **unlock** your account by selecting the **Unlock** option on the main page.

**Enroll**  
You must enroll into this system before you can use it to reset your password or unlock your account.

**Reset**  
You will need to reset your password if you have forgotten it. You must be enrolled to use this option.

**Unlock**  
You will need to unlock your account if you entered the wrong password too many times. You must be enrolled to use this option.

**Change**  
You can change your password if you know your current password. You do not have to be enrolled to use this option.

**More Information**  
You can view a help page with more detailed information about this utility.

Direct Link is here:  
<https://pwreset.sd68.bc.ca/pwreset/apr.dll?cmd=unlock>

**Unlock**  
Enter your username and domain, and then click Next to continue.  
Use the unlock feature if you know your password and your account is locked. If you have forgotten your password and would like to change it, then use the **reset** feature instead. Resetting your password will also unlock your account.

Username

Domain sd68.bc.ca

**Next** Cancel

Enter your **Username** then select **Next**

**Unlock**  
Answer the question below to confirm your identity. Your answer must match the answer you gave when you enrolled.  
You may need to answer additional questions before your account is unlocked. Do not leave your computer until your account is unlocked. If you must leave your computer, click Cancel first.

Username

Domain SD68

Question 1 What is your eldest brother's middle name?  
Answer

**Next** Cancel

Enter your **3** answers to your **3 security questions** you selected when you enrolled and select **Next**

**Finished**  
You can now logon.  
You can also **reset** your password if you have forgotten it.

**OK**

Select **OK** and your account has been unlocked.  
If you forgot your password use the **Reset** link to reset your password.