

How to Change Your SD68 Staff Login/Email Password

and help safeguard District data

Three Options Available to Staff

1. From a District-managed Windows computer
2. From any device via the Microsoft Office portal online
3. From any device using the SD68 Password Reset Utility online

Option 1 – From a District-Managed Windows Computer

Use these instructions if you are logged into a District-managed Windows computer.

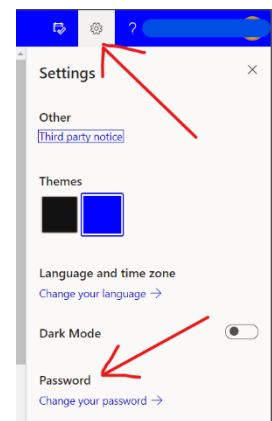
1. Log in to your computer using your **current password**
2. Once logged in, press **Ctrl + Alt + Delete** (at the same time) and select **“Change a Password”**
3. You will be prompted to enter your **current password**, then enter a **new password** and confirm
4. Press **Enter**
5. **Restart your computer** after the password has been changed and log in with the new password



Option 2 – Via the Microsoft Office Online Portal

These instructions can be used by anyone with access to a computer that has Internet access. You do not need to use your District-managed Windows computer with this option. **Note**, you will **NOT** be able to change your password using this option if your password has already **expired**. If your password has expired, use Option 3.

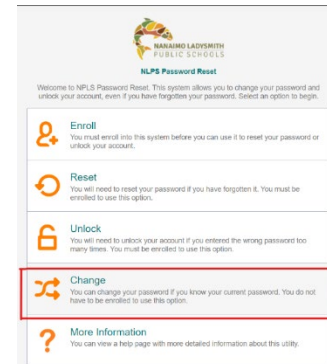
1. From a web browser (Chrome, Edge, Safari, etc.), visit <https://www.office.com>
2. **Sign in** using your SD68 **username** and **current password**
3. After you have logged in, click the **settings icon** and select **“change your password”**
4. On the following screen, enter your current password in the **old password field** and then enter the **new password** and **confirm**
5. Once you are done, click the **submit** button



Option 3 – Using the SD68 Password Reset Utility

These instructions can be used by anyone with access to a computer that has Internet access. You do not need to use your District-managed Windows computer with this option.

1. From a web browser (Chrome, Firefox, Safari, etc.), visit the SD68 password reset utility website.
Link: https://pwreset.sd68.bc.ca/pwreset/en_default.htm
2. If you know your current password, click on the **Change** option
3. Enter your **username** and click on **Next**
4. Enter your **current password** in the “old password” field
5. Enter your **new password**
6. **Confirm** your new password
7. Click **Next** and **OK**



More about your password:

Pick a strong password: Easy for you to remember, but hard for others to guess

Rules for your new password:

- Minimum length is **8 characters**
 - **Recommendation:** Choose a “pass phrase” that is meaningful to you and at least 14 characters long.
- Use **at least 3** of the following character types:
 - Uppercase
 - Lowercase
 - Numbers
 - Symbols
- It **CANNOT** contain your **name** or **username**
- It **CANNOT** match **commonly used passwords**
- It **CANNOT** match any of your **last 10 passwords**
- **DO NOT write down** or store your passwords **either on paper or digitally** (in files or folders)

Personal Devices

After changing your password, remember to update it on any personal device you use to access SD68 resources such as email or Wi-Fi. <https://www.sd68.bc.ca/information-technology/personal-devices-and-wireless/>

Need help?

Contact the NLPS Helpdesk at helpdesk@sd68.bc.ca.