

# 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

#### Option1 – 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
- 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
- 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







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### 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.

- 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

PUBLIC SCHOOLS NLPS Password Reset
e to NPLS Password Reset. This system allows you to change your password and our account, even if you have forgotten your password. Select an option to begin.
Enroll You must erroll 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.

## 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
  - o Lowercase
  - o Numbers
  - o 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. <u>https://www.sd68.bc.ca/information-technology/personal-devices-and-wireless/</u>

#### Need help?

Contact the NLPS Helpdesk at <u>helpdesk@sd68.bc.ca</u>.