Students - Changing your Password

If you don't know your password, contact your school. They can give you your new password.

- New Password must be a minimum of **8** characters
- No special characters needed but you can use them
- Passwords **don't** expire

On a computer at School

At the logon window, press Ctrl+Alt+Delete Keys at the same time

1. Select Change a password

	Lock
	Switch user
	Sign out
1	Change a password
	Task Manager
	Cancel

- 2. Enter your Student ID and password
- 3. Enter your new password (a minimum of 8 characters)
- 4. Enter it again
- 5. Select the > to Submit

Your password has been changed.





NLPS, Information Technology Department

September 10, 2020

Go to https://portal.office.com/.

Select you	User icon and select O Microsoft Office Home th=2	t My Account × +			- ⊙ ☆
Apps Managed bookmarks	ice 365 New to Office 365? ▲ This is your Office 36 shome page—with assigned to your. Wait 10 minutes and n	ere you can see and access all of your Office 365 apps. If it's fresh this page. If you still don't see any apps. contract your	s empty, it could be that your user licence was very r rl department. They can help you get up and runni	ecently ×	§? Your1
	Good morning			My account	
				YN YN My accommt Sign out	@learn68
					路 ?
unity info skoes savord ganizations tings & Privacy sign-ins	Your Name ™ your usemane@learn68.ca Why can't leder⊗	Security info	Password Wake your passeod stronger, or change it someone else knows it. CHANGE PASSWORD >	Settings & Privacy ECC resonatize your settings and see how your data is used. VIEW SETTINGS AND PRIVACY >	
		Devices Diuble a lost device and review your connected devices.	Organizations	My sign-ins See when and where you've signed in and check if anything looks unusual.	
Enter your (that you n Create new (minimum Confirm no Select Sub	r old password received from the sch w password of 8 characters) ew password. mit.	Microsoft Ioool). Chang User ID your.usernar Old passwor 3 Create new p 4 Canfirm any	e password	- ***	L
		5 6 submit	cancel		

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7. Select Cancel on the message. It can take up to 5 minutes for the change to be complete.

Microsoft			Echo.Hearing@learn68.ca
please wait a few	minutes		
We've changed your pass the changes are committe to use your new password	word successfully, but you'll have ed to the cloud. After these change d wherever you sign in with an Org	o wait a few minutes before s are committed, you'll be able anizational ID.	
Cancel			
elect Sign out every	where to sign your Identity	out of all your devices.	Name
Microsoft		SCHOOL DISTRICT 68	(NANAIMO-LADYSMITH)
Profile			
Your Name	3		
	Email:	Manage account	
0	Alternate email:	Change password	
X	Alternate email:	Change password Set up self service pas	sword reset
8	Alternate email:	Change password Set up self service pas Review terms of use	sword reset

9. You can logon with your new password now on your devices.

8.