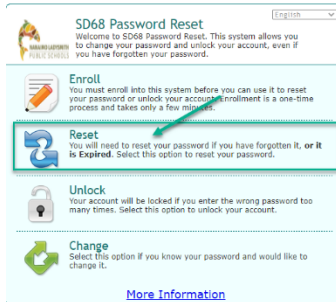


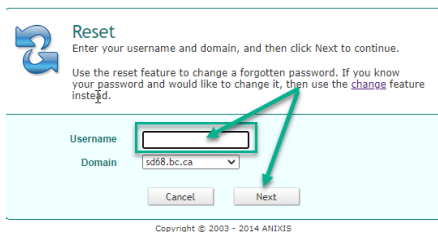
# Reset Password in the Password Reset Utility

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/>

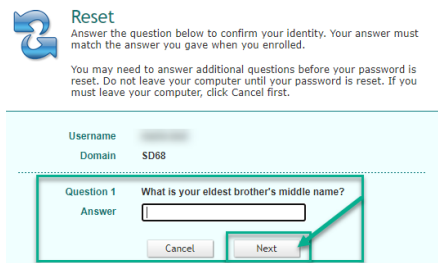
If you **haven't** enrolled in the Password Reset Utility, you must do that **before** using the Reset Option. Go to [this section](#) for instructions and a link to Enroll.



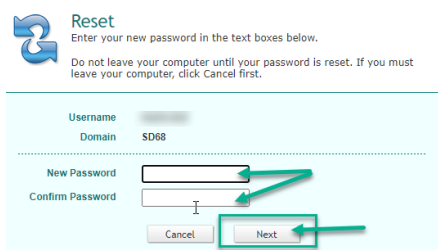
Direct link is here: [ANIXIS Password Reset: Reset \(sd68.bc.ca\)](https://pwreset.sd68.bc.ca/pwreset/)



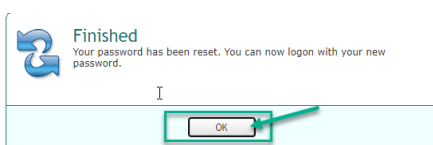
Enter your **Username** then select **Next**



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



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



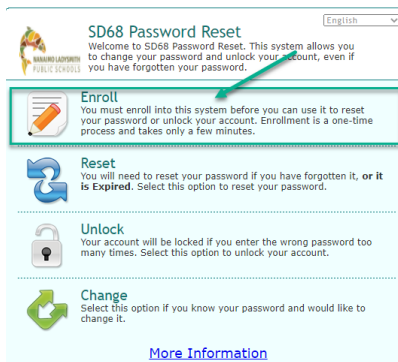
Select **OK** and you can now logon with your new password

## 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](#).

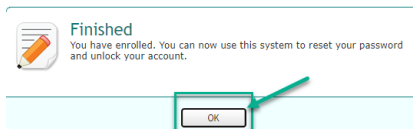
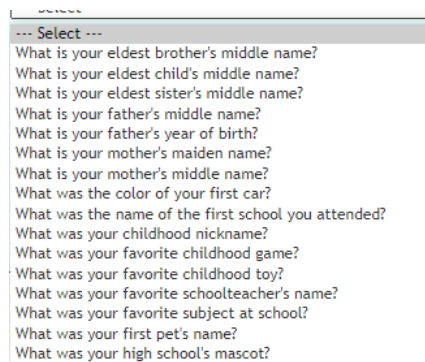
## Enroll in the Password Reset Utility



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

The 'Enroll' step requires the user to enter their username, domain, and password. Below these fields, the user must select three security questions from a dropdown menu and provide answers for each. The 'Next' button is visible at the bottom right. Numbered callouts (1-7) highlight the Username field, Domain dropdown, Password field, Question 1 dropdown, Question 1 Answer field, Question 2 dropdown, Question 2 Answer field, and the Next button respectively.

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 **OK** and you can use the Password Reset Utility to reset or unlock your account.