

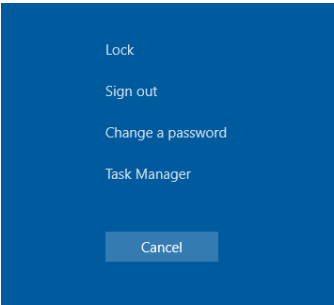
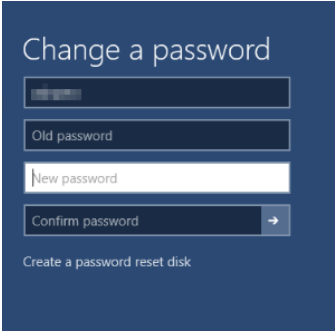
How to Change Your Password

Introduction

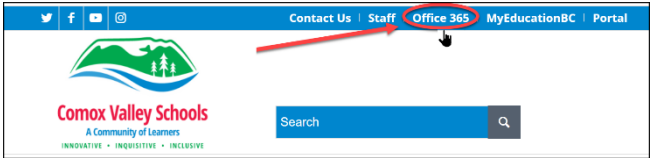
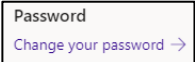
All students grades 4 and up should be changing their passwords so that they no longer follow the district password formula. This is to protect them. Teachers can use the Teacher Tools to reset their passwords if they are forgotten or when needed.

There are a few different ways for you and students to change your password:

When you are in the school district (easiest way):

1	While you are logged in a to computer, press Ctrl + Alt + Delete	 A blue Windows security menu with options: Lock, Sign out, Change a password, Task Manager, and a Cancel button at the bottom.
2	Click on Change Password	
3	You will need to type in your old password and then your new one two times. When you are finished click on the arrow on the right or press Enter.	 A 'Change a password' form with fields for Old password, New password, and Confirm password, followed by a right arrow button. Below the fields is a link: 'Create a password reset disk'.

When you are out of district:

1	On your computer open Office 365 1. Go to the school district website (https://www.comoxvalleyschools.ca/) 2. Click on Office 365 3. You will need to log in using the same username and password that you use to log in to your school computer.	 A screenshot of the Comox Valley Schools website. The navigation bar includes 'Contact Us', 'Staff', 'Office 365' (circled in red with an arrow pointing to it), 'MyEducationBC', and 'Portal'. The main content area shows the school logo and a search bar.
2	Click on the Settings icon at the top right.	 A black gear icon representing the Windows Settings application.
3	Click on Change your Password	 A button with the text 'Password' and 'Change your password →' below it.

8	Type in your old password, then type in your new one twice.	
9	Click Submit	