



Password Reset Procedures
Students Grades 4-12
All Staff

All staff and students who access SD79 wireless networks, printing, local cloud storage and Office 365 services please follow the instructions listed below to manage your password for these systems.

Staff

If you have not updated your password from the district standard provided, you will have 10 days from September 4th to change it or it will be disabled. If you changed your password previously you do not need to update.

The steps to setup challenge questions and password changes are outlined below.

Students Grades 1-3

Passwords are set to 1 – No password changes required.

This password is for printing from the iPad to the Follow_Me Queue.

Students Grades 4-12

Passwords are set by default to welcome

Students must change their passwords 10 days from September 6th or accounts will be disabled.

Changing Passwords Using a District Computer or iPad

- Go to <https://www.sd79.bc.ca> > For Staff > Password Reset – click Change Security Questions **OR** navigate to <http://aka.ms/ssprsetup>
- Enter your student number followed by @sd79.bc.ca or staff email and current password

A screenshot of a Microsoft password reset page. At the top left is the Microsoft logo. Below it is the email address "999777@sd79.bc.ca". The heading "Enter password" is followed by a "Password" label and a text input field. Below the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom center is a blue "Sign in" button.

- Create Security Questions so you can reset your password as needed



- Do not use phone or email.
- Click on Security questions are not configured - Set them up now or Change if you already have a questions and wish to update.

Microsoft 999777@sd79.bc.ca | ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- ✓ Authentication Phone is [redacted] [Change](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

[looks good](#) [cancel](#)

don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.

Security question 1
What is your favorite food?
[text input]
[password input] [Select a new question](#)

Security question 2
What was the name of the first school you attended?
[text input]
[password input] [Select a new question](#)

Security question 3
When you were young, what did you want to be when you grew up?
[text input]
[password input] [Select a new question](#)

Security question 4
What is your mothers first name?
[text input]
[password input] [Select a new question](#)

Security question 5
What is you fathers first name?
[text input]
[password input] [Select a new question](#)

[save answers](#)

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set [redacted] [Change](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ✓ 5 Security Questions are configured. [Change](#)

[finish](#) [cancel](#)



Once Security Questions Have Been Set

You may use the links below to reset your password or you may login to your O365 account and reset your password under the settings gear.

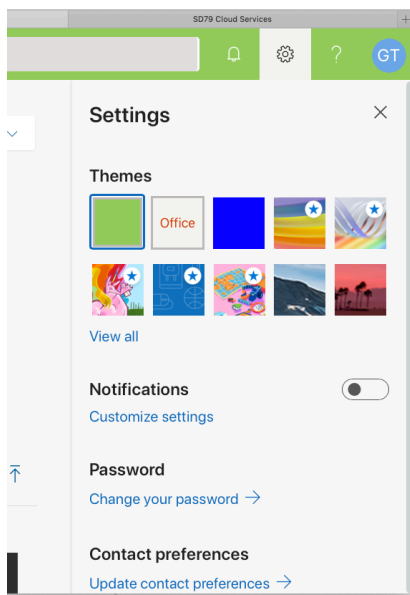
Change Password Link

<https://account.activedirectory.windowsazure.com/ChangePassword.aspx?BrandContextID=O365&ruO365=>

Forgot My Password for Reset

<https://passwordreset.microsoftonline.com/>

Inside of O365 Account for a non-lost password reset.



Password changes and resets may take 10 minutes to update.

BYOD / Personal Devices

Personal Devices follow the same steps as above, but must first login to the WiFi using the current password. Once the password is changed, the WiFi connection will be lost and you will re-authenticate to the BYOD network with your updated password.

If needed submit a help ticket at <https://www2.sd79.bc.ca/helpdesk/> or ask your building secretary or Tech Contact to submit if your password will not work.