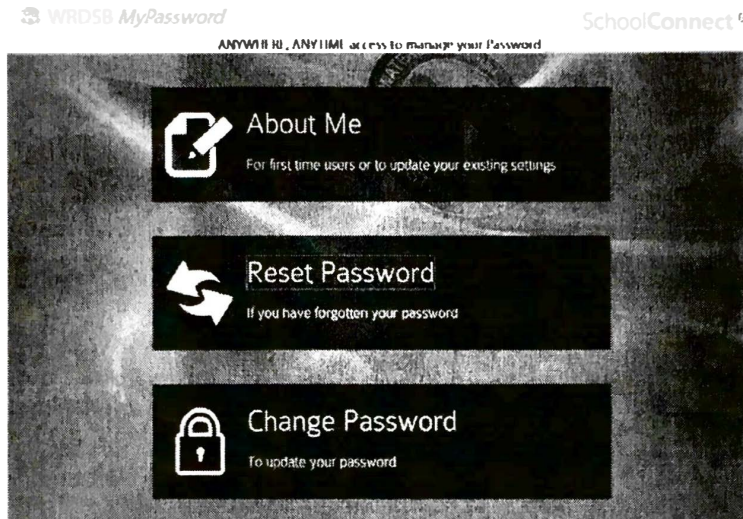


WRDSB MyPassword

ANYWHERE, ANYTIME access to manage your Password

A user is able to change their PAL/SchoolConnect password Using **MyPassword** from on any device with an Internet connection. If a user has forgotten their PAL/SchoolConnect password they are now able to securely reset it using this utility.

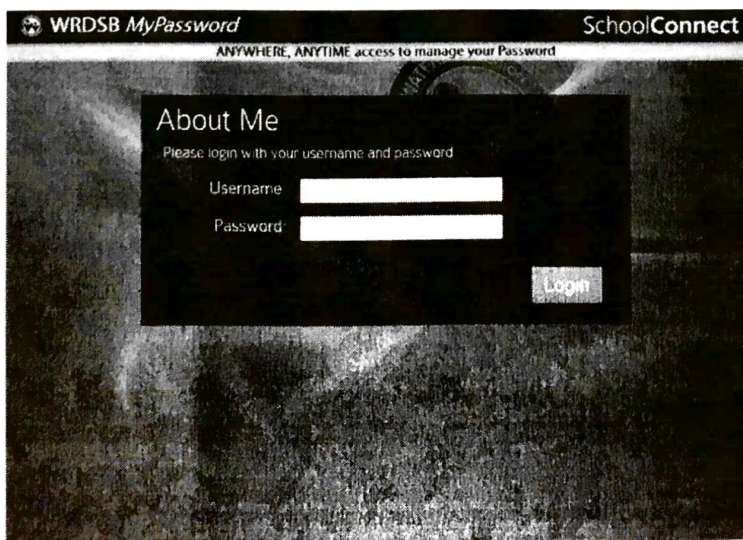
To use this utility, a user must first be registered in MyPassword



To Register in MyPassword.

NOTE: Users that registered in Password Kiosk have been pre-registered and they may skip this step.

1. Type in the URL <http://mypassword.wrdsb.ca>
2. Click the **ABOUT ME** icon.
3. Sign in using your **USER NAME** (PAL/School Connect ID) and **PASSWORD**.



4. You will be presented with 3 Question boxes.

WRDSB MyPassword SchoolConnect 6
ANYWHERE, ANYTIME access to manage your Password

About Me

Please select and answer your security questions

Question 1: What is the name of the High School you attend?
Answer 1:

Question 2: What year and city were you born in?
Answer 2:

Question 3: What is the middle name of your youngest child?
Answer 3:

5. Click the **DOWN ARROW** at the end of each question to choose a question that you prefer to answer.
6. Type in the **CORRECT ANSWER** to each question.

NOTE: The answers are case sensitive and must be typed exactly as originally entered.

7. Click **REGISTER**.
"YOU HAVE SUCCESSFULLY REGISTERED YOUR SECURITY QUESTIONS AND ANSWERS. YOU MAY NOW RESET YOUR PASSWORD WITH THE CORRECT ANSWERS." will be displayed.
8. Click the **CLOSE** button to return to the *MyPassword* MAIN SCREEN.

To Reset a Password

1. Type in the URL <http://mypassword.wrdsb.ca>
2. Click the **RESET PASSORD** icon.

WRDSB MyPassword SchoolConnect 6
ANYWHERE, ANYTIME access to manage your Password

Reset Password

Please enter your username

Username:

Reset operation will be timeout in 110 seconds

3. Sign in using your (PAL/SchoolConnect) *USER NAME*
4. Click **ENTER**.
5. You will be presented with 2 of your 3 previously chosen security questions. Type in **THE ANSWERS** as you did when first answering the questions. The answers are case sensitive and must be typed exactly as they were originally entered.

WRDSB MyPassword SchoolConnect⁶
ANYWHERE, ANYTIME access to manage your Password

Reset Password

Please answer your security questions

Question 1: What was the colour and make of your first car?
Answer 1:

Question 2: What is the middle name of your youngest child?
Answer 2:

Reset operation will be timeout in 121 seconds

6. Click **SUBMIT**. You will be presented with the **CHANGE PASSWORD** screen.

WRDSB MyPassword SchoolConnect⁶
ANYWHERE, ANYTIME access to manage your Password

Reset Password

Please enter your new password

New Password:

Retype New Password:

WRDSB Password Requirements:

- Elementary students - Passwords must be a minimum of 4 characters in length
- Staff and Secondary students - Passwords must be a minimum of 8 characters in length
- Security maintains a history of each user's most recent passwords and does not allow passwords to be reused

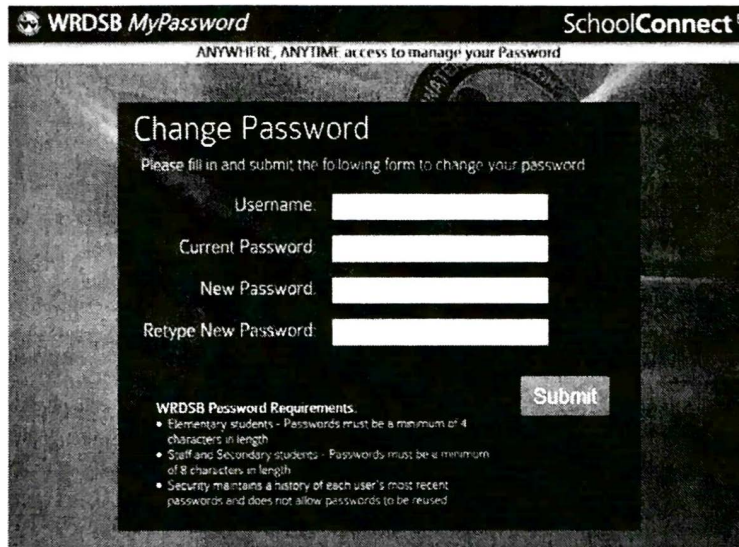
Reset operation will be timeout in 85 seconds

7. In the box called *New Password*, enter your **NEW PASSWORD** and then re-enter your **NEW PASSWORD** in the box below called *Retype New Password*.
8. Click **SUBMIT**.
- "YOUR PASSWORD HAS BEEN CHANGED SUCCESSFULLY" will be displayed.
9. Click **CLOSE**.

NOTE: You will see a counter in the bottom right hand corner. This is a security measure in case the user leaves the computer without completing the password change process. When the counter reaches zero, it returns you to the original SSP screen.

To Change a Password

1. Type in the URL (<http://mypassword.wrdsb.ca>)
2. Click **CHANGE PASSWORD**.



The screenshot shows a web browser window with the title "WRDSB MyPassword SchoolConnect 5". Below the title bar, there is a navigation bar with the text "ANYWHERE, ANYTIME access to manage your Password". The main content area is a dark-themed form titled "Change Password". The form contains the following fields and instructions:

Change Password
Please fill in and submit the following form to change your password

Username:

Current Password:

New Password:

Retype New Password:

Submit

WRDSB Password Requirements

- Elementary students - Passwords must be a minimum of 4 characters in length
- Staff and Secondary students - Passwords must be a minimum of 8 characters in length
- Security maintains a history of each user's most recent passwords and does not allow passwords to be reused

3. Enter your (PAL/SchoolConnect) *USER NAME*.
4. Enter your *Current Password*.
5. In the box called *New Password*, enter your NEW PASSWORD and then re-enter your NEW PASSWORD in the box below called *Retype New Password*.
6. Click **SUBMIT**.
"YOUR PASSWORD HAS BEEN CHANGED SUCCESSFULLY" will be displayed.
8. Click **CLOSE**.