The North Vancouver School District introduced an annual mandatory NVSD account password change for secondary students at the start of the school year, thus you will need to change your password when you first log in to a computer, your email, Microsoft Teams or the NVSD Portal. This password change initiative serves as an extra layer of security to help protect you from potential unauthorized access of your accounts.

North Vancouver School

# **STEP 1**

Reset your password before coming to school or use a school device, then proceed with the steps below to complete the password reset. If you need help, IT staff will be at the school during the first week of September. School staff can reset your password if you can no longer remember your old password.

#### **STEP 2**

Change your password via <u>https://tscd.sd44.ca/updatepassword</u> or scan the QR code >> Username = student ID (e.g., 123456s) >> Old / current password = password you currently use

## To help keep your information safe, your password:

- Cannot contain your student ID (e.g., 123456s) and name
- 10 characters minimum
- Requires 3 out of 4 of the following:
  - Lowercase characters
  - Uppercase characters
  - Numbers (0-9)
  - Symbols (for example, !, \$, #, %)
- Cannot re-use your previous 3 passwords

**TIP:** Use the first letters of a phrase you can remember: "I sure love all outdoor activities in North America!" becomes "1\$laoa1NA!"

Keep your passwords private and don't share them with anyone. We will never ask you for your password by phone or by email.

Remember, if you ever feel that your password may have been compromised, it's important to change it as soon as possible.

## Step 3

*Important!* Set your security questions along with a recovery email and/or phone number via <u>https://aka.ms/ssprsetup</u> or scan the QR code

