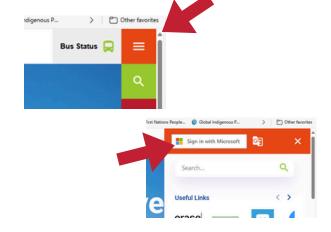
# Strong Passwords Matter District Requirements: 12 characters minimum Must contain at least three of the following character types: Uppercase letters Lowercase letters Sumbers 0 — 9 Symbols (#, \*, !, ?, etc.) Not contain any part of your name If your current password meets these requirements

### **School Connect**

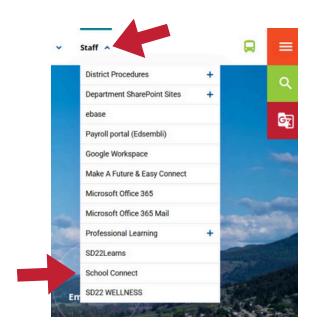
#### **How to Change a Student Password**

The following steps outline how to change student passwords through SchoolConnect. This is something that can be done by any teacher in the district.

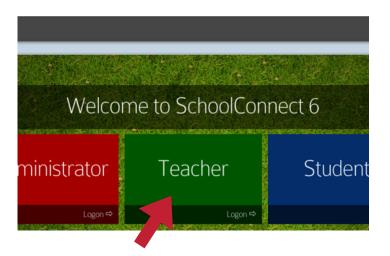
1. Navigate to <a href="www.sd22.bc.ca">www.sd22.bc.ca</a> sign in with your @sd22.bc.ca credentials by clicking on the orange menu icon and then the "Sign in with Microsoft" button.



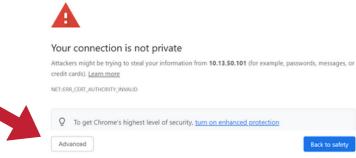
2. Click on the small arrow beside the "Staff" menu & then on "School Connect"



3. Select "Teacher" from the options on the School Connect home page.



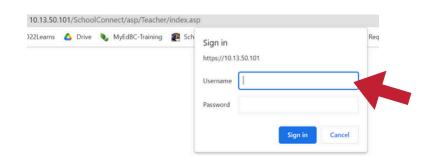
4. Bypass the security warning. To do this click the "Advanced" button at the bottom of the page.



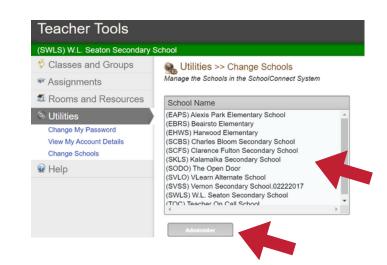
5. Click "Proceed to 10.13.50.101".



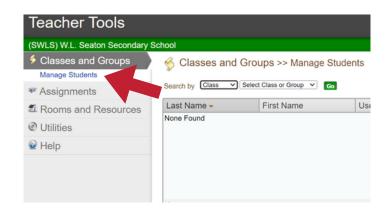
6. Sign in with your username and password in the pop-up box.



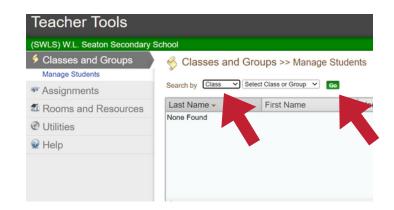
7. Select your school from the list on the home page and click "Administer" at the body.



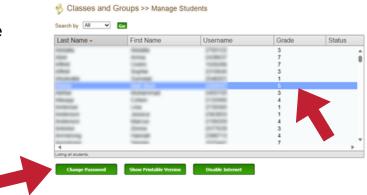
8. Click on "Classes and Groups" and "Manage Students"



9. Choose your search scope (Grade, Class, Keyword, or All) and click on the "Go" button.



10. Choose a student's name from the resulting list and then click the "Change Password" button.



11. Enter a new password for the student twice and click on the "Change Password" button

**IMPORTANT**: Do not click the "Must Change Password" button.

## Strong Passwords Matter

#### **District Requirements:**

- 12 characters minimum
- Must contain at least three of the following character types:
  - Uppercase letters
  - Lowercase letters
  - $\circ$  Numbers  $0 \rightarrow 9$
  - Symbols (#, \*, !, ?, etc.)
- Not contain any part of your name

If your current password meets these requirements you are welcome to reset it to the same thing!

