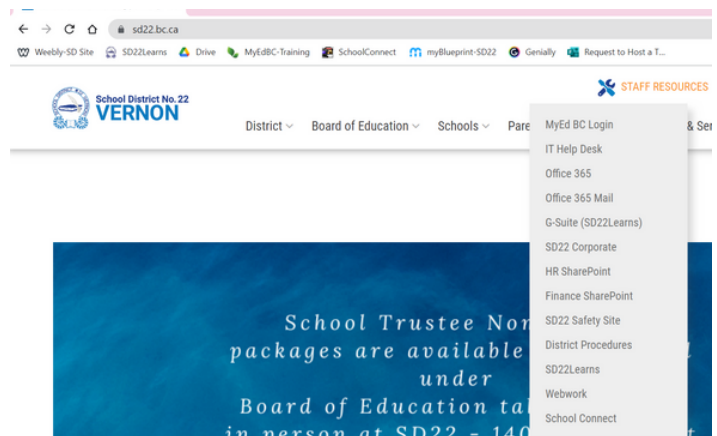


School Connect

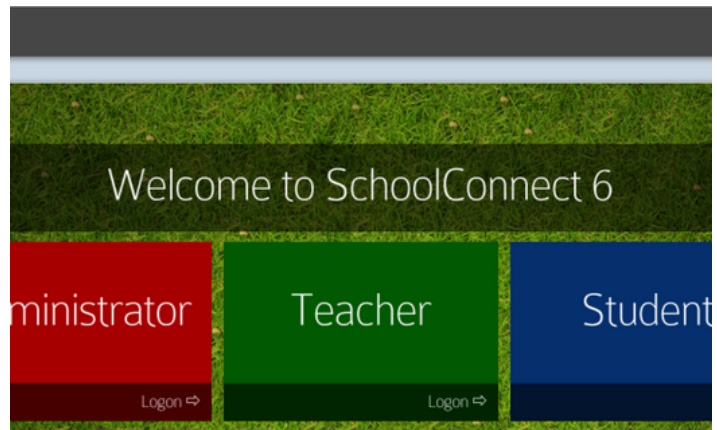
How to Change a Student Password

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

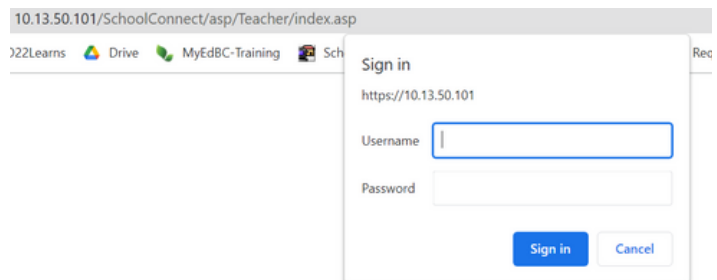
1. Go to the school district webpage at www.sd22.bc.ca and access the "School Connect" shortcut.



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



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



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

7. Once you have selected your school you will see it across the top in the green border. Click on "Classes and Groups" and "Manage Students"

NOTE: There are options to search by Grade, or All. Some schools will have it broken down by Class as well. Students are always listed in alphabetical order.

8. Once you click the student you are completing the password change for, enter the password twice to confirm accuracy.

IMPORTANT: Do not check "Must change password" students do not yet have the ability to self serve passwords change at this time.

