Microsoft 365

**Password & Security Management (Students)**

Contents

1.0   Change your Password

This document contains instructions on how to manage student passwords and security. All students will be provided with a temporary password. This password **must** be changed. **Never share your password or let anyone else log in using your account.**
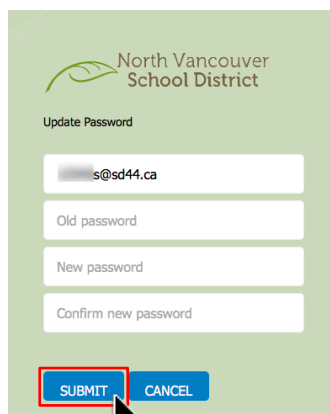
From the school or district website, click on the *Portal* link.

The login window will appear. *Click* Change Password.
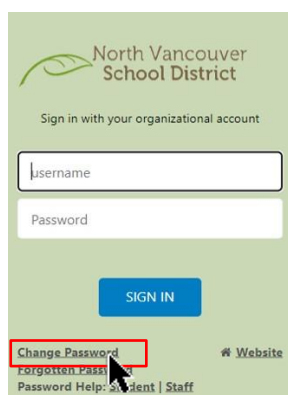
Enter your District email address (e.g *945321s@sd44.ca*), your old password (current password) and enter your new password (twice). Click *Submit*.

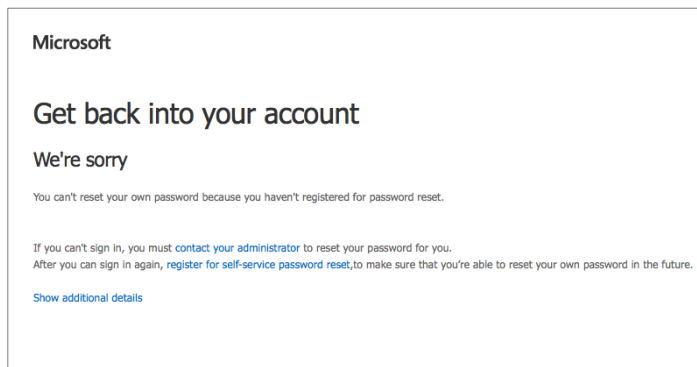If the new password does not match the password criteria, an error will appear.

Unable to update the password. The value provided for the new password does not meet the length, complexity, or history requirements of the domain.

The password used for your SD44 account must meet the following criteria:

- o   Not contain the user's account name (e.g. 123456s)
- o   10 characters minimum
- o   Strong passwords only: Requires 3 out of 4 of the following:
  - o   Lowercase characters
  - o   Uppercase characters
  - o   Numbers (0-9)
  - o   Symbols (for example, !, $, #, %)
- o   Cannot re-use the last 3 passwords you used before

2.0 What to do if you have forgotten your password and have not set up Security Questions

If you have not yet setup Security questions, Alternate e-mail or Authenticated Phone # and try to reset your password by clicking on the *Forgotten Password* link you will get this message:
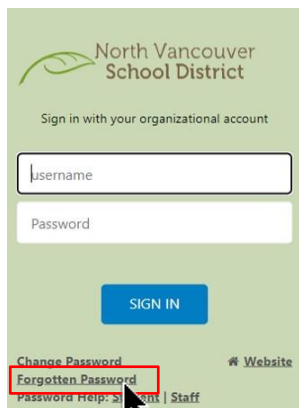
Microsoft

Get back into your account

We're sorry

You can't reset your own password because you haven't registered for password reset.

If you can't sign in, you must contact your administrator to reset your password for you.
After you can sign in again, register for self-service password reset, to make sure that you're able to reset your own password in the future.

Show additional details

In this case you need to contact your teacher and request a password reset. When you receive a new password, it is strongly recommended that you login and set up security questions. Once done, in the future, you will be able to retrieve your password yourself.

(See page 5 on "How to Setup Security Questions".)

3.0 What to do if you have forgotten your password and have set up your Security Questions

If you have forgotten your password, from the login screen, click *Forgotten Password*.
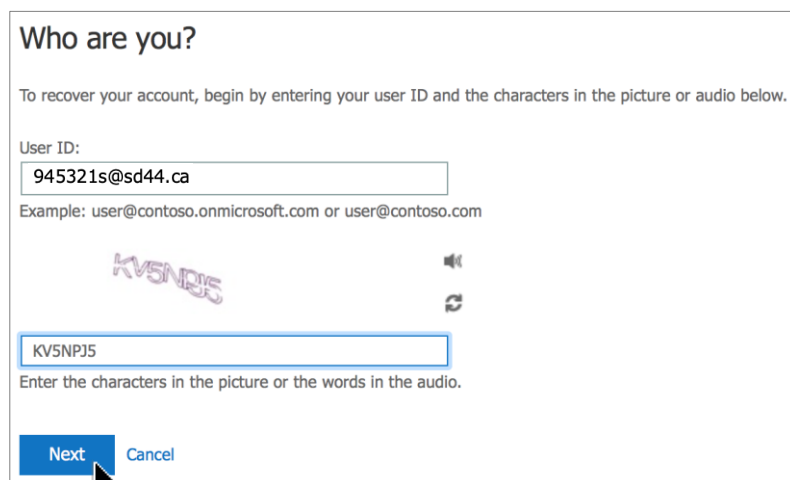
In the window that appears, enter your District email address (e.g. *945321s@sd44.ca*) and the captcha security code that appears. Click *Next*.

You will be presented with a variety of methods to verify your identity.

Once successfully verified, you will be prompted to enter a new password. Your password MUST meet all of the password criteria. Click *Finish*.
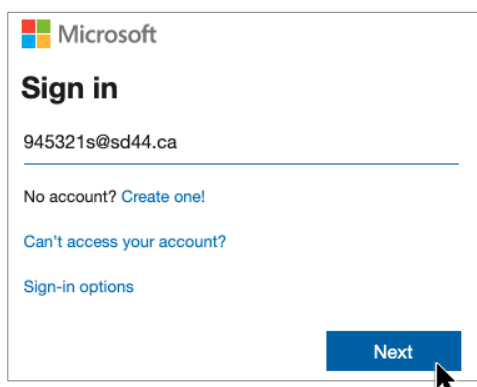

The password used for your SD44 account must meet the following criteria:

- Not contain the user's account name (e.g. 123456s)
- 10 characters minimum
- Contain characters from three of the following four categories:
    - English uppercase characters (A through Z)
    - English lowercase characters (a through z)
    - Numbers (0 through 9)
    - Symbols (for example, !, $, #, %)
    - Cannot re-use the last 3 passwords you used before

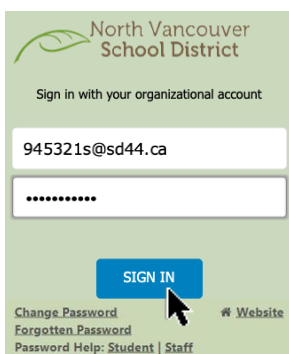# 4.0 Setup your Security Questions and Authentication Email

To set up your security questions, go to http://aka.ms/ssprsetup.

Enter your SD44 email address (e.g. *945321@sd44.ca*) and click *Next*
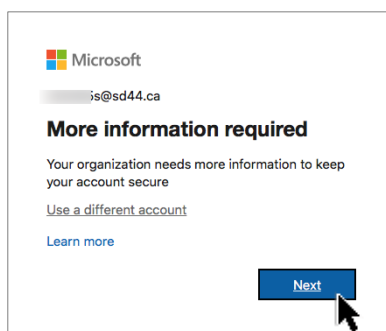
You will be re-directed to the school district login page. Enter your District password and click *Sign In.*

The following window may appear. Click *Next.*

In the next window choose *region* (Canada) and enter your *Authenticated Phone #.*
Choose method of delivery, click *Next.*

Enter the verification code and click *Verify.*

Configure Security Questions – click *Set them up now.*

You will be prompted to choose and answer five (5) security questions. Once you have done so, click *Save Answers*. Remember - answers are case and punctuation sensitive.

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 colour? | ↕ |

| blue | ✓ |

Security question 2

| What is your favorite place to visit? | ↕ |

| disneyland | ✓ |

Security question 3

| What is your favorite movie? | ↕ |

| shrek | ✓ |

Security question 4

| What is the name of your first school? | ↕ |

| sherwood park | ✓ |

Security question 5

| What is your favorite food? | ↕ |

| pasta | ✓ |

save answers

A confirmation screen will appear. Click *Finish* or, for an additional recovery option, you may choose to setup an Authentication Email (personal email address).

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 to +1 [REDACTED]. Verify

🛑 Authentication Email is not configured. Set it up now

✓ 5 Security Questions are configured. Change

finish   cancel