

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.

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About Me

Please select and answer your security questions.

Question 1: -
Answer 1:

Question 2: -
Answer 2:

Question 3: -
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.

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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.



The screenshot shows the 'Reset Password' interface. At the top, it says 'WRDSB MyPassword' and 'SchoolConnect 6'. Below that, it reads 'ANYWHERE, ANYTIME access to manage your Password'. The main heading is 'Reset Password' with the instruction 'Please answer your security questions'. There are two questions: 'Question 1: What was the colour and make of your first car?' and 'Question 2: What is the middle name of your youngest child?'. Each question has an 'Answer' field. A blue 'Submit' button is at the bottom right. A timer at the bottom indicates 'Reset operation will be timeout in: 101 seconds'.

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



The screenshot shows the 'Reset Password' interface. At the top, it says 'WRDSB MyPassword' and 'SchoolConnect 6'. Below that, it reads 'ANYWHERE, ANYTIME access to manage your Password'. The main heading is 'Reset Password' with the instruction 'Please enter your new password'. There are two input fields: 'New Password:' and 'Retype New Password:'. A blue 'Submit' button is at the bottom right. Below the input fields, there are 'WRDSB Password Requirements:' listed as follows:

- 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

A timer at the bottom indicates '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 the 'Change Password' form on the WRDSB MyPassword SchoolConnect 6 website. The page has a blue background with a large, faint watermark of the WRDSB logo. At the top, it says 'WRDSB MyPassword' and 'SchoolConnect 6' with the tagline 'ANYWHERE, ANYTIME access to manage your Password'. The main heading is 'Change Password' followed by the instruction 'Please fill in and submit the following form to change your password'. There are four input fields: 'Username:', 'Current Password:', 'New Password:', and 'Retype New Password:'. A blue 'Submit' button is located to the right of the 'New Password' field. Below the input fields, there is a section titled 'WRDSB Password Requirements:' with three bullet points: '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', and '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**.