

User Guide

How to Change Your SD6 Password

This guide outlines **two methods** for how to change your SD6 password.

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Contact Information

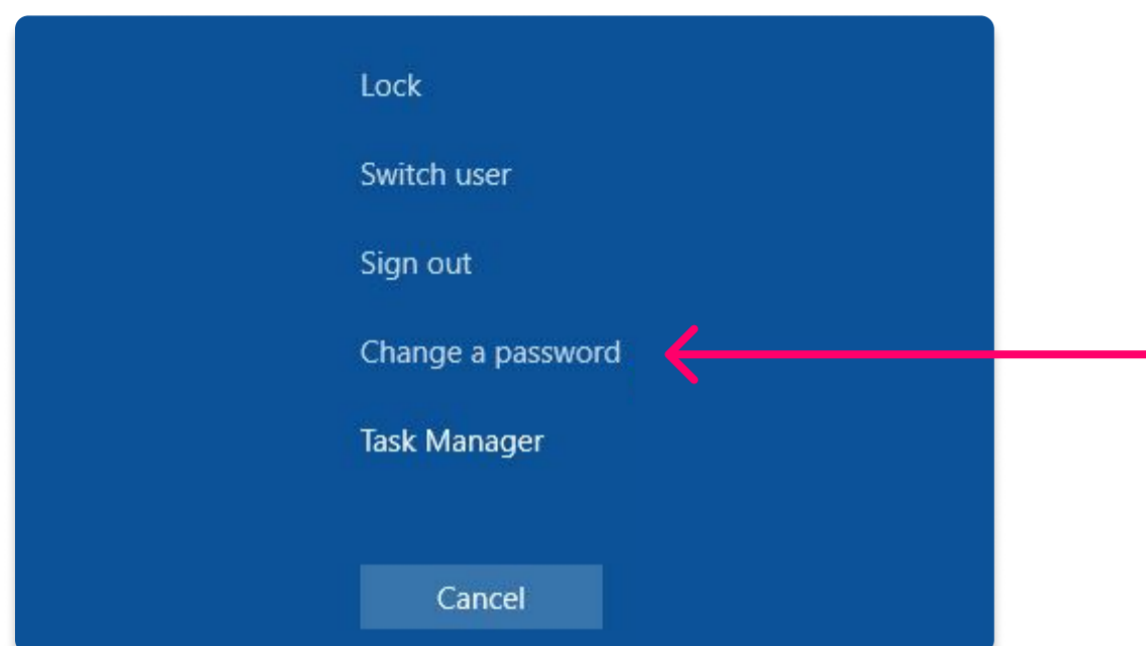
- techsystemssupport@sd6.bc.ca
- 250-342-9243 x 4420

Method 1: Security Options Window

Step 1: Login to an SD6 device.

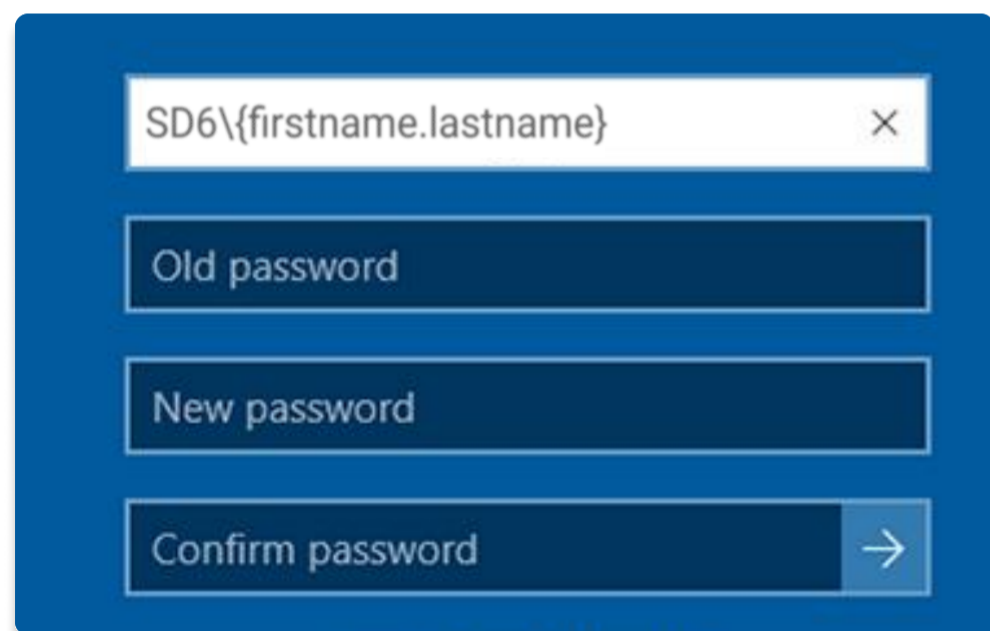
Step 2: Once logged-in, press: **CTRL + ALT + DEL**.

Step 3: Select “Change a password”.



Step 4: Enter your current password in the “Old password” field.

Step 5: Enter your new password in the “New password” and “Confirm password” fields.



Step 6: Click the arrow  to the right of the “Confirm password” field.

Step 7: Click **OK** when prompted.

Method 2: Microsoft 365

Step 1: Go to: <https://www.office.com/?auth=2>

Step 2: Sign-in using your SD6 email and password.

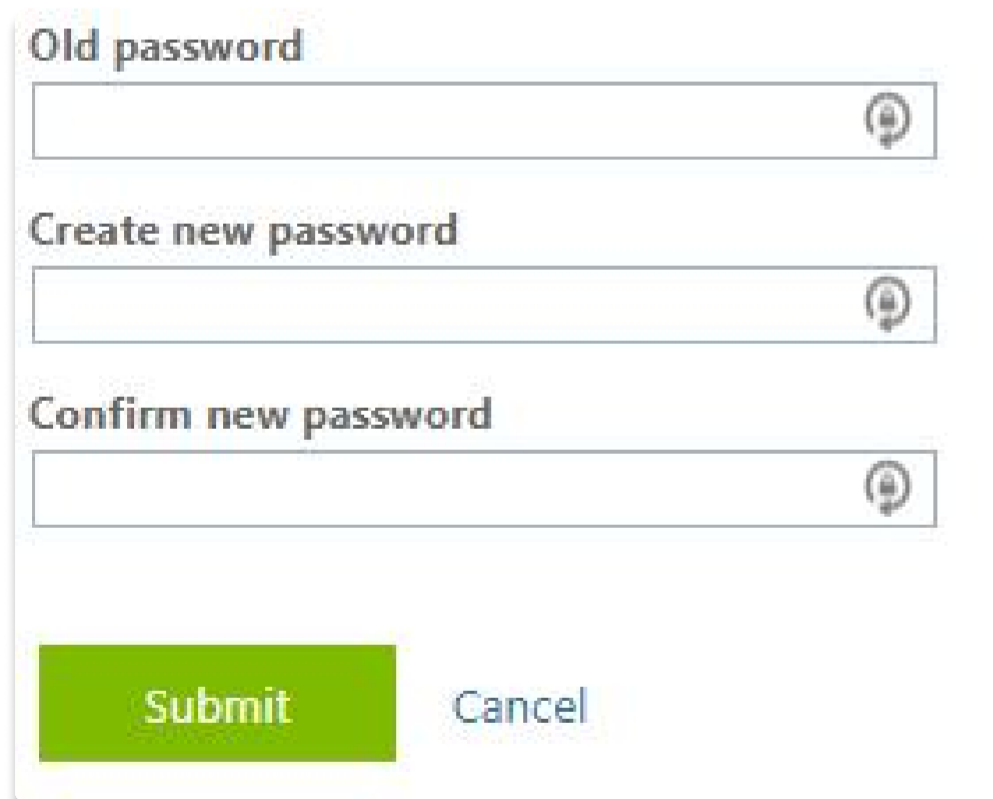
Step 3: Click on your Initials at the top right corner of your screen and click "View account".

Step 4: Under **Password** click "Change Password".



Step 5: Enter your current password in the "Old password" field.

Step 6: Enter your new password in the "Create new password" and "Confirm new password" fields.

A screenshot of the Microsoft 365 password change form. The form is contained within a white box with a light gray border. It features three input fields, each with a label and a toggle icon on the right. The first field is labeled "Old password". The second field is labeled "Create new password". The third field is labeled "Confirm new password". At the bottom left of the form is a green "Submit" button, and at the bottom right is a "Cancel" link.

Step 7: Click **Submit**.