

User Guide

How to Change Your SD6 Password

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

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Contact Information

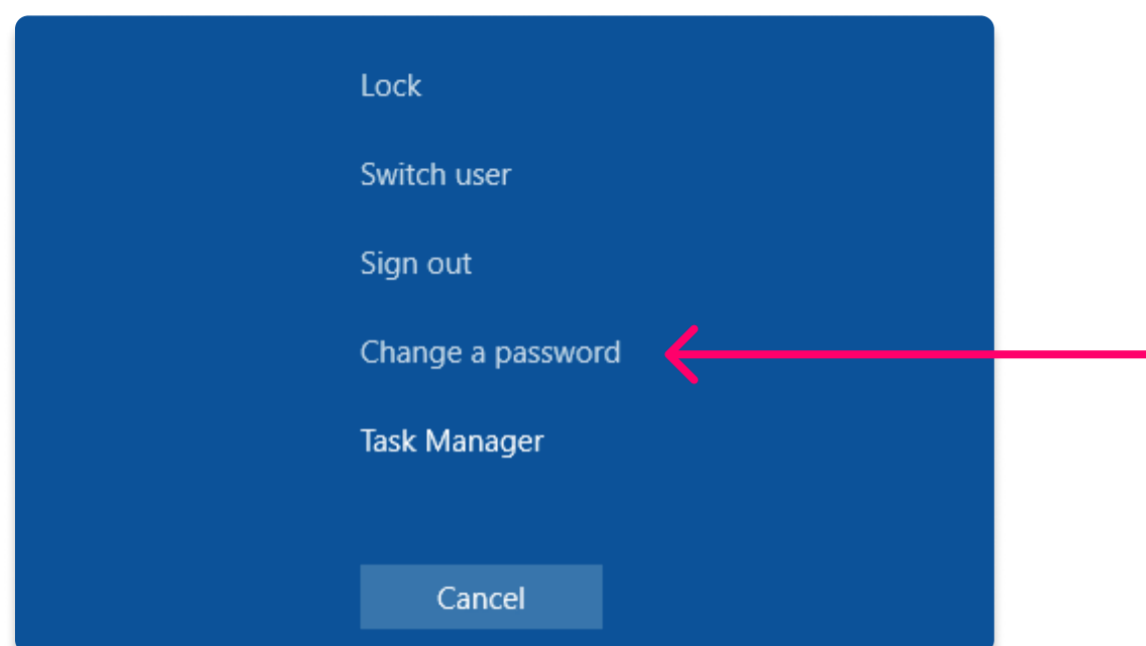
- techsystemssupport@sd6.bc.ca
- 250-342-9243 x 4420

Method 1: Security Options Window

Step 1: Login to an SD6 device.

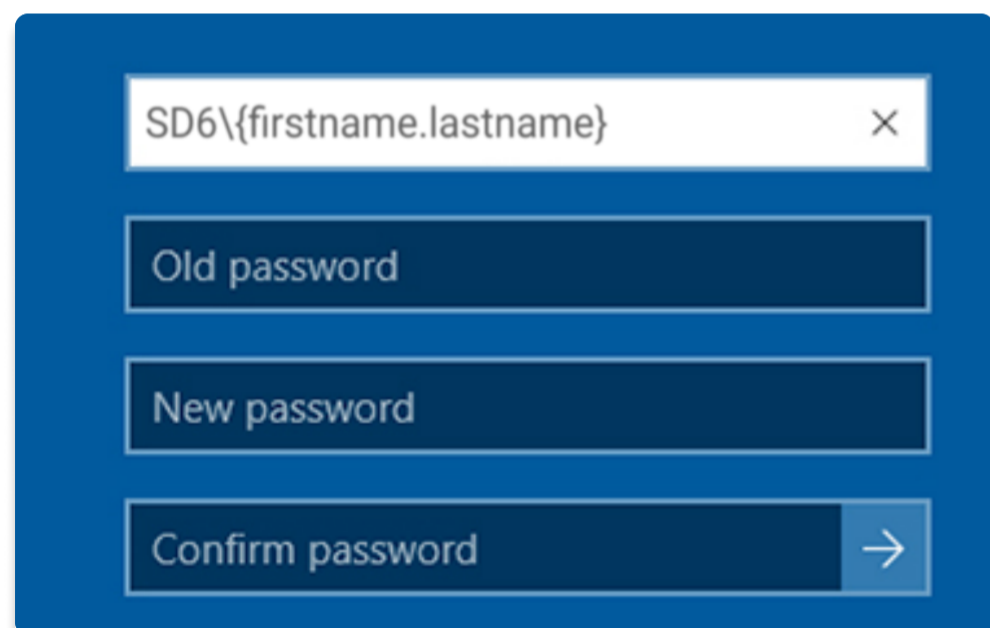
Step 2: Once logged-in, press: **CTRL + ALT + DEL**.

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.

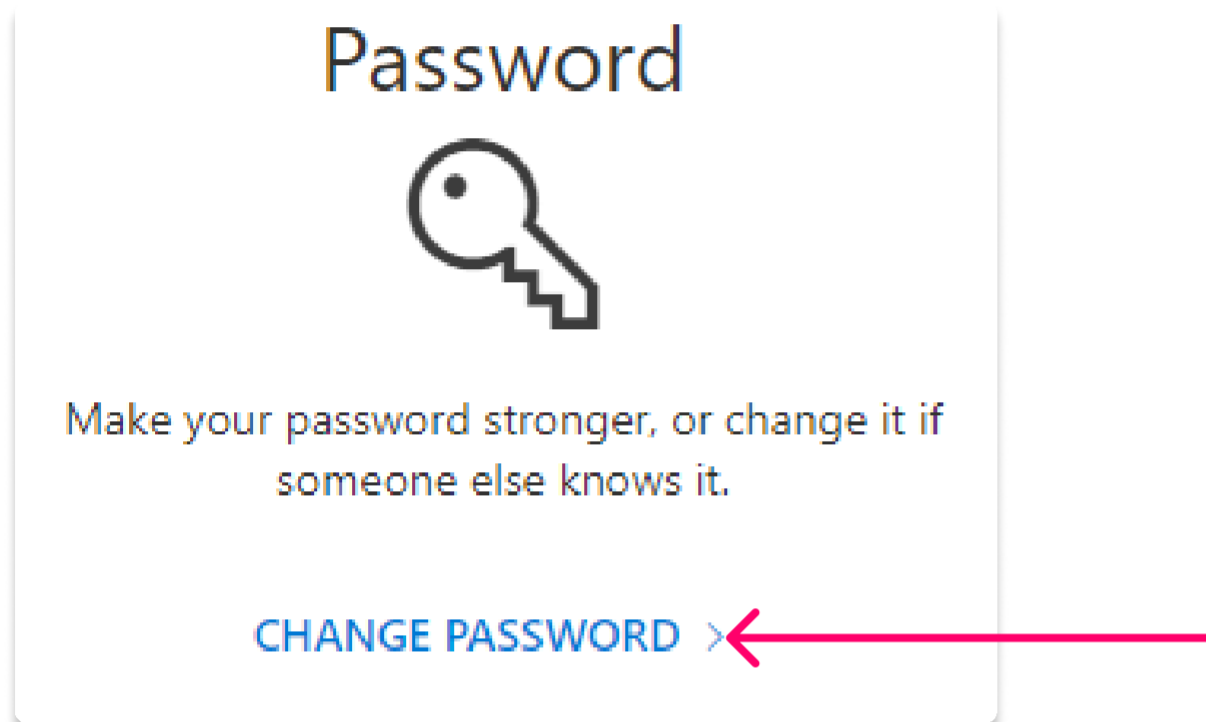
Method 2: Microsoft 365

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

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

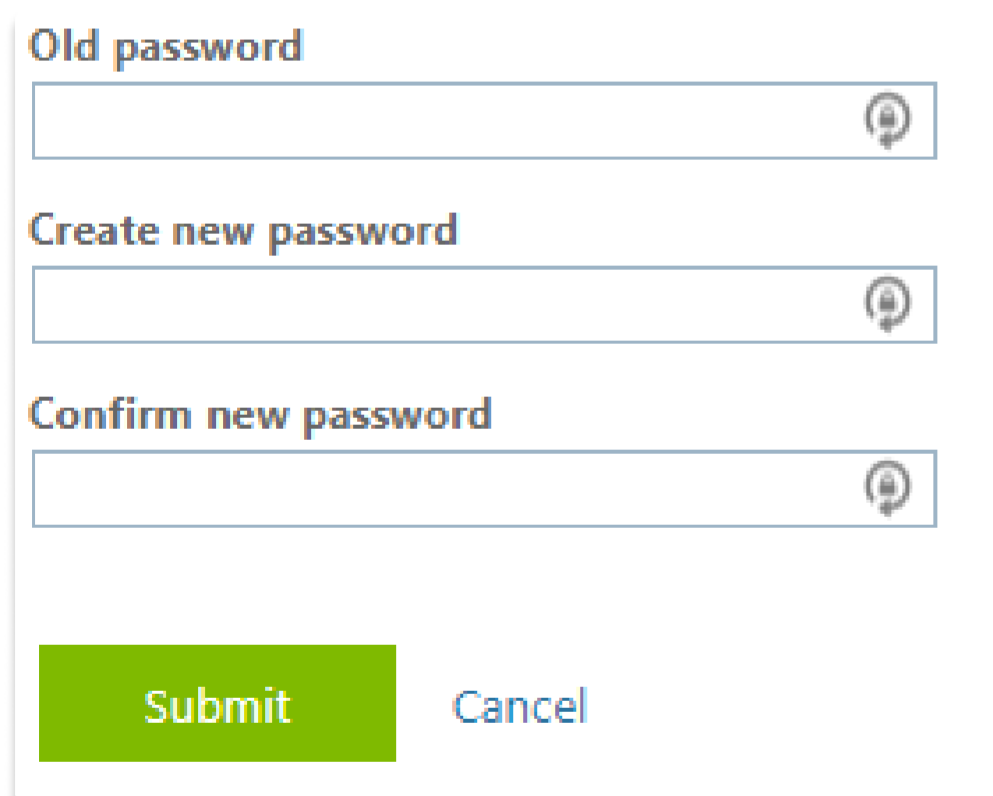
Step 3: Click on your Initials at the top right corner of your screen and click "View account".

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.



Step 7: Click **Submit**.

Method 3: Self Service Portal

For those who are NOT already registered for the Self Service Password Portal:

Step 1: Go to: <https://www.sd6.bc.ca/departments/information-technology-services>

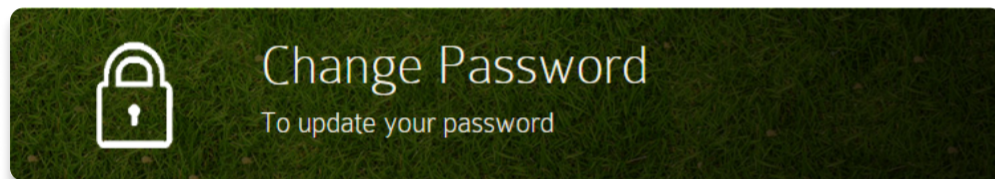
Step 2: Navigate to “Self Service Password Guide” and follow the instructions to register, followed by how to change your password.

For those who are already registered for the Self Service Password Portal:

Step 1: Go to: <https://www.sd6.bc.ca/>

Step 2: Navigate to QuickLinks > 

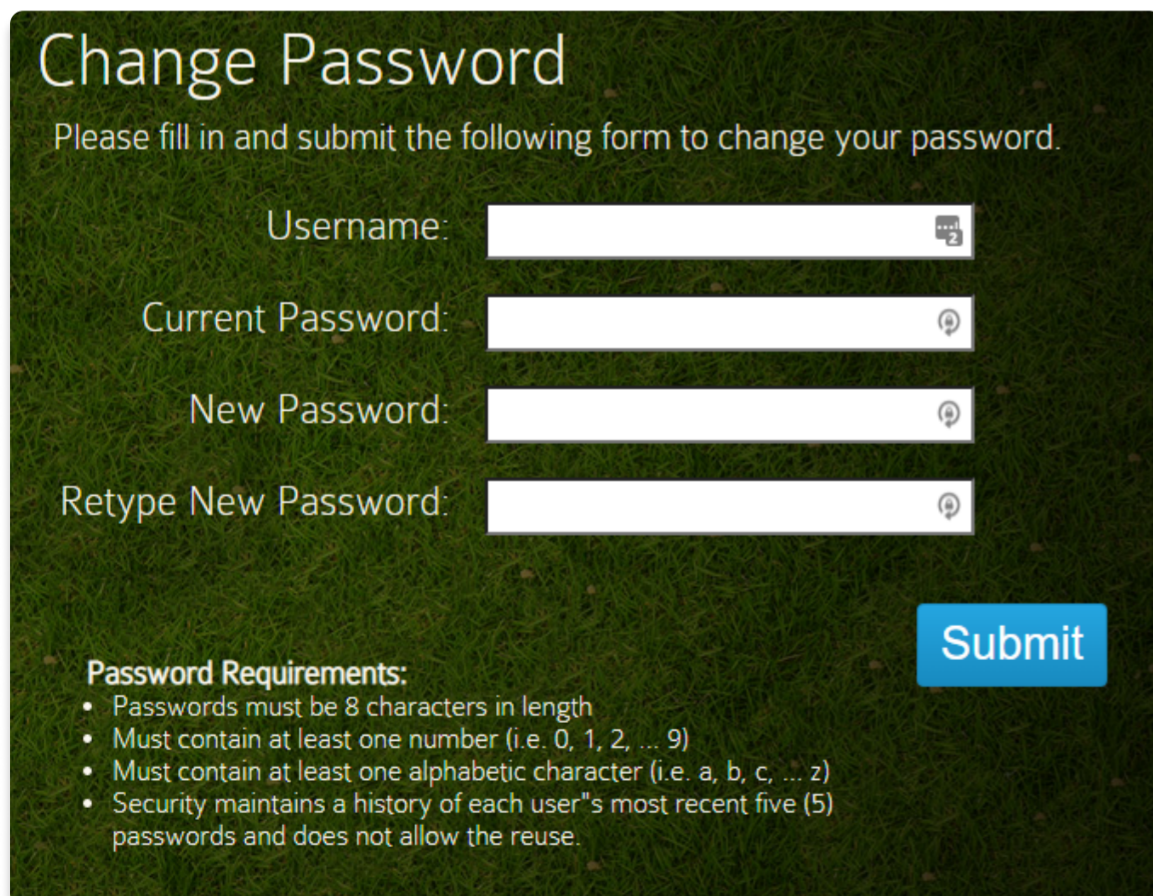
Step 3: Click on “Change Password”.



Step 4: Enter your firstname.lastname in the “Username” field.

Step 5: Enter your current password in the “Current Password” field.

Step 6: Enter your new password in the “New Password” and “Retype New Password” fields.

A screenshot of a web form titled "Change Password" on a dark green background. The form includes four input fields: "Username:", "Current Password:", "New Password:", and "Retype New Password:". Each password field has a small eye icon to its right. A blue "Submit" button is located at the bottom right of the form. Below the form, there is a section titled "Password Requirements:" with a bulleted list: "Passwords must be 8 characters in length", "Must contain at least one number (i.e. 0, 1, 2, ... 9)", "Must contain at least one alphabetic character (i.e. a, b, c, ... z)", and "Security maintains a history of each user's most recent five (5) passwords and does not allow the reuse."

Step 7: Click **Submit**.