

**Self Registration
for
Online Password
Reset Tool**

September 2018

Introduction:

- **Passwords exist for your protection, to keep your account and your information safe.**
- **Passwords expire every 90 days.**
- **If you have wifi access on your device and it suddenly stops working, your password might need to be reset.**
- **Tool exists to make resetting your password easy!
You can do it yourself!**

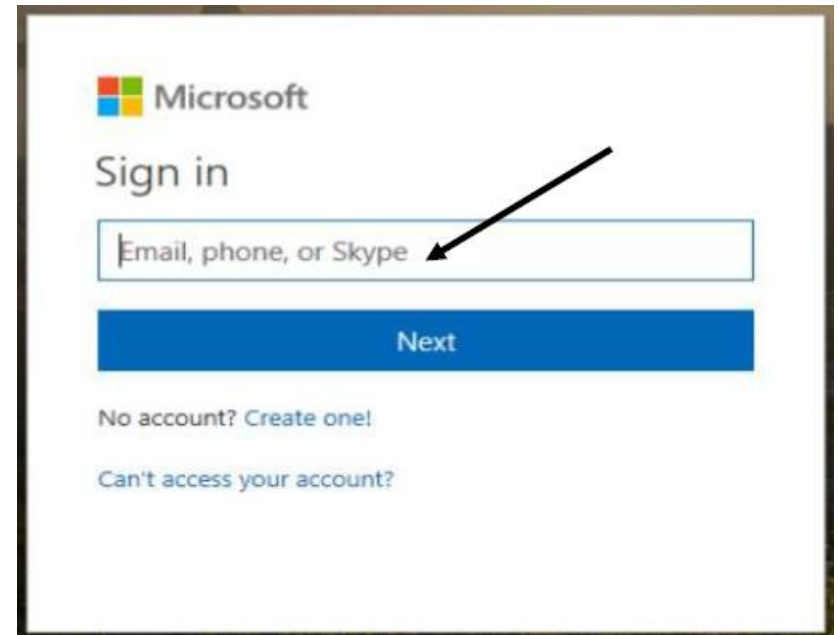
Step 1:

- Go to:

<http://passwordregister.dpcdsb.org>

Step 2:

- Enter school email (student#@dpcdsb.org) and DPCDSB password to sign in.



Microsoft

Sign in

Email, phone, or Skype

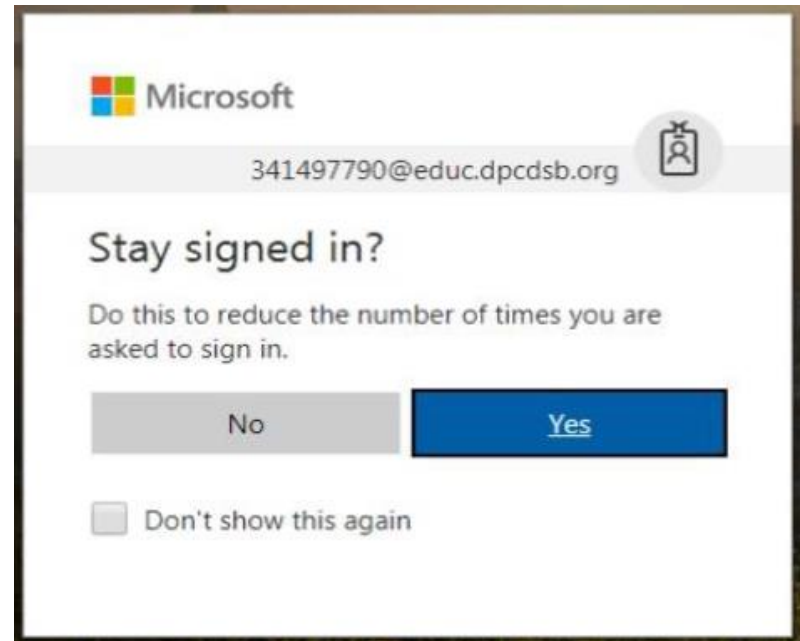
Next

No account? [Create one!](#)

[Can't access your account?](#)

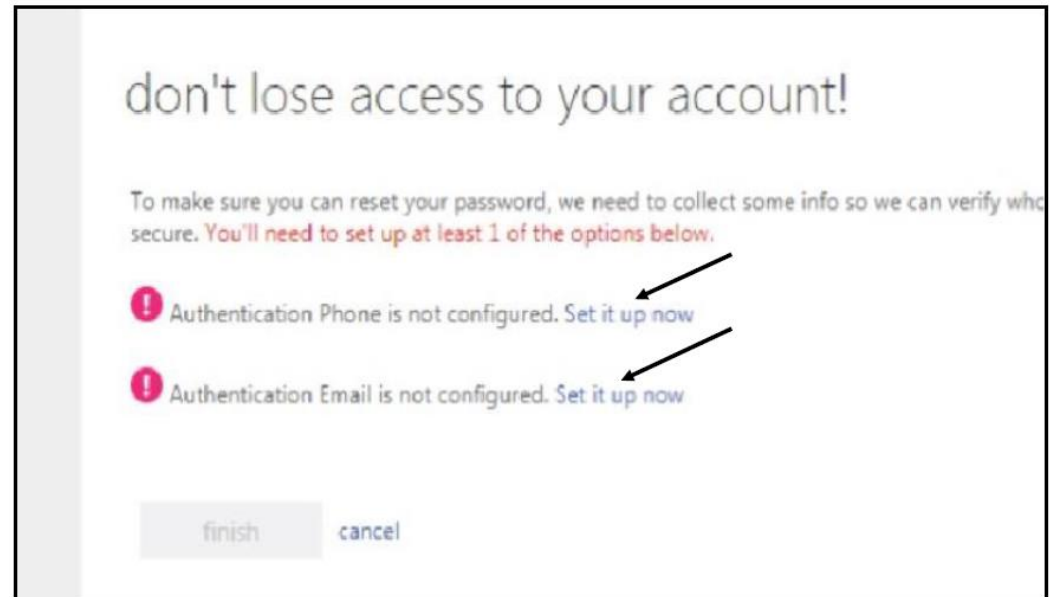
Step 3:

- You will be asked if you want to “Stay Signed In?”
- Click Yes or No.



Step 4:

- Click on “**Set it up now**” on at least one of the options:
- Cell phone number OR Personal email
- Choose the option which is easier for you to access. You will need that to retrieve a **Verification Code**. You will also need that later when you want to reset your password online.



Step 5A: Set up with cell phone number

- Select Country
- Enter cell number
- Click on **Text Me**

don't lose access to your account!

Please verify your authentication phone number below.

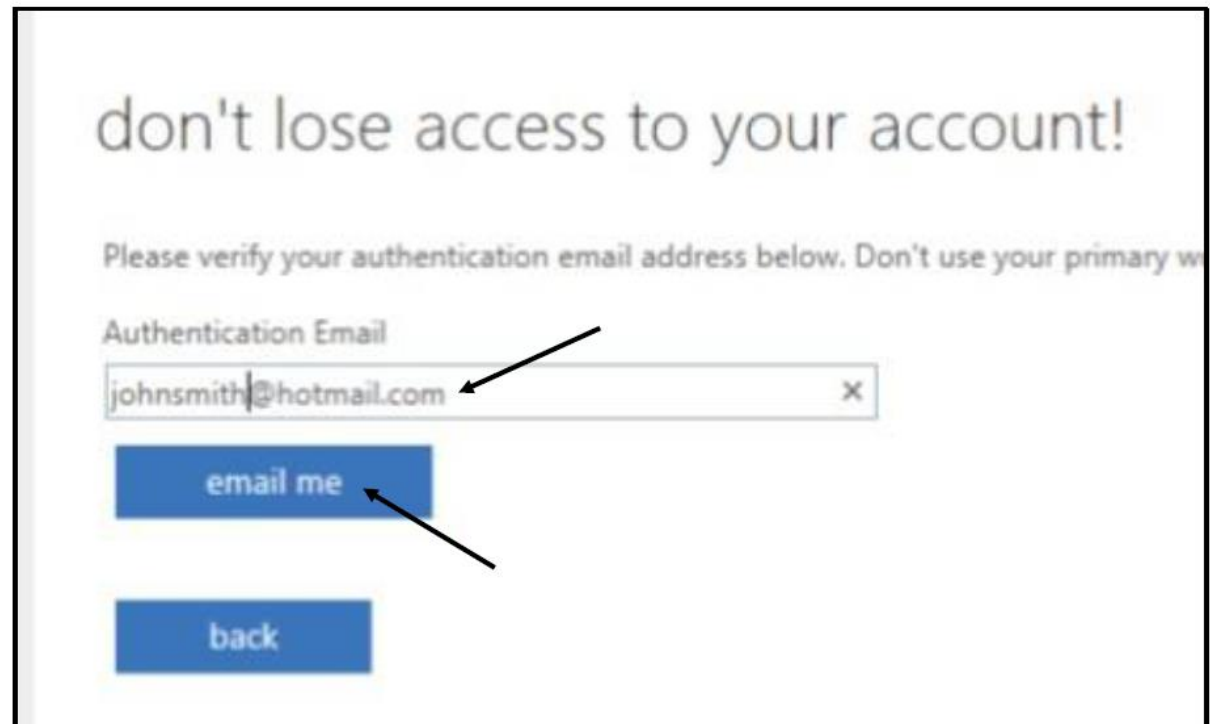
Authentication phone

Canada (+1)

2262333003

Step 5B: Set up with personal email

- Enter personal email address
- Click on **Email Me**



don't lose access to your account!

Please verify your authentication email address below. Don't use your primary w

Authentication Email

email me

back

Step 6:

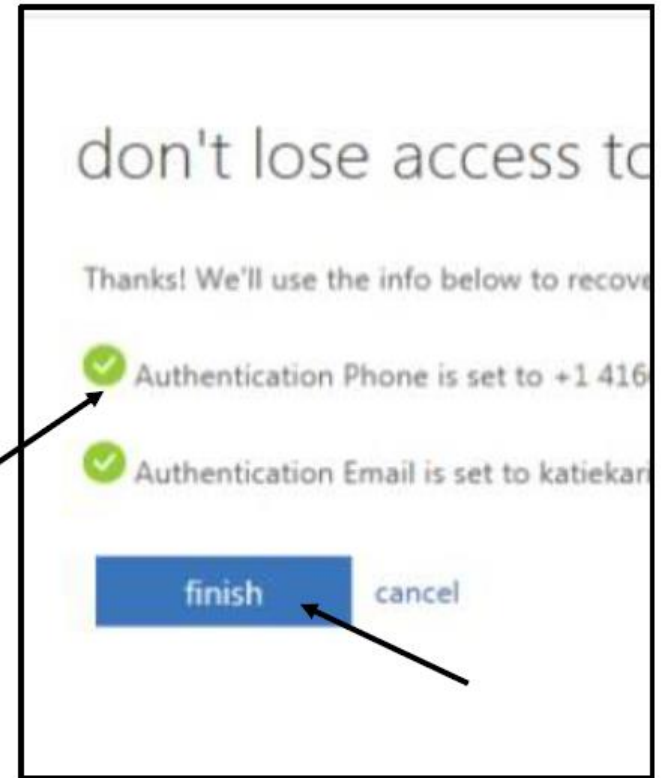
- Retrieve Verification Code from cell phone or from inbox of personal email account.
- Enter *Verification Code*.
- Click on **Verify**
- Wait for verification to finish.



The screenshot shows a web form for verification. At the top, there is a grey button labeled "email me". Below it, a message states: "We've sent an email message containing a verification code to your inbox." The main input area contains a text box with the value "060178" and a clear button (an 'x' in a square). To the right of the text box is a blue button labeled "verify" and a link labeled "try again". Below the text box is another blue button labeled "back". Two black arrows point to the "060178" text and the "verify" button.

Step 7:

- Successful set up is indicated by **green checks** beside cell number and/or email address used.
- Click on **finish** to complete registration.



Congratulations, you are now registered!

In the future:

Students who registered successfully may use this link to reset passwords online:

<http://passwordreset.dpcdsb.org>

- ✓ Anytime – when password expires, when account is locked, or when password is forgotten.
- ✓ Anywhere – at school, at home, or anywhere with internet connection.
- ✓ On any device – school computers, laptops, tablets, chrome books, or own devices.