

Online Password Reset Tool - Self-Registration

To reset your password remotely you must first register with the “Password Reset Tool”, which you can do by following one of these two steps:

1. On Student page



students.dpcdsb.org

Access to personal email/cell phone
is required for registration

2. Or use this link

<https://account.activedirectory.windowsazure.com/PasswordReset/Register.aspx>



*** Your password expires every 90 days ***

Online Password Reset Tool - Reset Your Own Password

To reset your own password after you registered, follow one of the following two steps:

This tool is available only after self-registration is completed (above page)

1. On Student page



[Students.dpcdsb.org](https://passwordreset.microsoftonline.com/)

2. Or use this link

<https://passwordreset.microsoftonline.com/>



*** Your password expires every 90 days ***

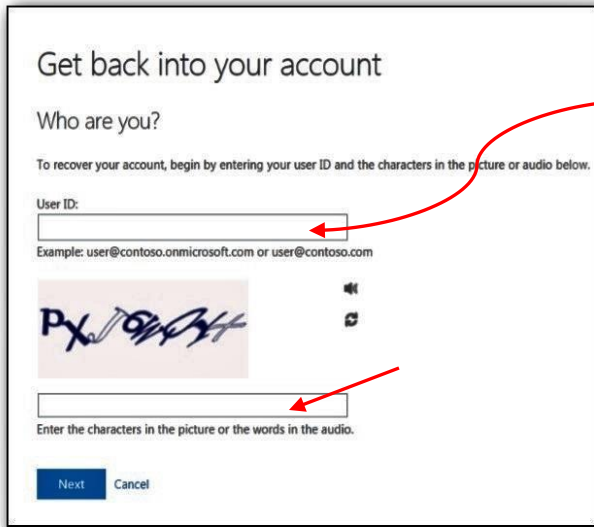
Instructions to Reset Password

(For students who have registered for online password reset)

STEP 1

Use this link to go to the web page below:

<http://passwordreset.dpcdsb.org>



Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio.

Next Cancel

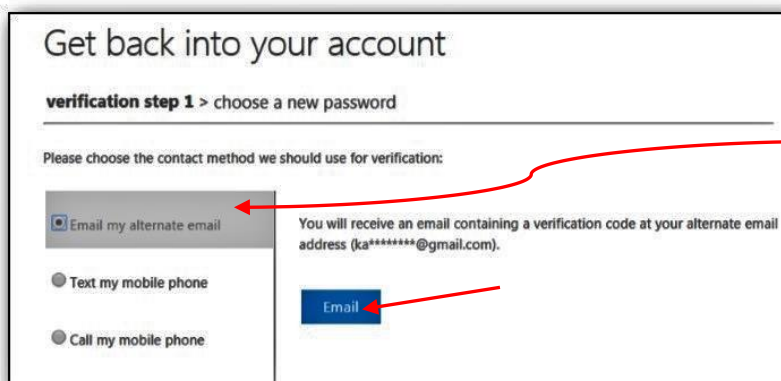
Enter student DPCDSB e-mail as User ID.
(student#@educ.dpcdsb.org)

Then enter characters shown in the picture, click on **NEXT**.

STEP 2

Select Email or Text message to receive a Verification Code.

If student had registered with their personal email, select Email.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

You will receive an email containing a verification code at your alternate email address (ka*****@gmail.com).

Email

Select "Email my alternate email", then click on **EMAIL**.

OR

If student had registered with their cell phone number, select text message.

Select "Text my Mobile phone".

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****09) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

Enter cell phone number here

Then click on **TEXT**

STEP 3

Log onto personal email or check cell phone message to see Verification Code.

On your password reset screen, enter Verification Code.

Then click on **NEXT**

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

We've sent an email message containing a verification code to your inbox.

Enter your verification code

Next

OR

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

We've sent you a text message containing a verification code to your phone.

543787

Next Try again Contact your administrator

STEP 4

On the next screen, enter a new password and then confirm new password.



Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:
.....

* Confirm new password:
.....

[Finish](#) [Cancel](#)

Click on **FINISH to complete password reset.

