

## SAIL Online Student Guide

### Student Password Reset Instructions

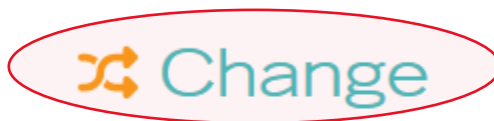
Follow these directions to properly reset your Surreyschools.ca account. The Surreyschools.ca account is to access to many district applications like “MyBlueprint”, “SD36 Guest” Wi-Fi and “Office 365”.

- 1) **Your teacher** needs to send you a temporary password. The password is usually a string of four-letter random words separated by dashes. (ie: **roof-cave-duck**)

Your teacher also needs to send your full Surreyschools.ca email address which contains your username. **Your username is the part before the @surreyschools.ca**

- 2) Load the change password site at this shortened URL:  
<https://sd36.ca/pwmgt>

Select the “**Change**” option.



You can change your password if you know your current password. You do not have to be enrolled to use this option.

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Enter just your **username** part from the email address. Remember, this is the part before the '@surreyschools.ca'

Example below:

**u.sername**@surreyschools.ca



A screenshot of a web form for password reset. The form has a label 'Username' above a text input field. The input field contains the text 'u.sername'. A red oval highlights the input field. To the right of the input field is a red button with three white dots. Below the input field are two buttons: a blue 'Next' button and a grey 'Cancel' button.

Click **NEXT**.

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Enter the temporary password (Step 1) into the **Old Password** field.

Next, enter and set your updated password and confirmation. Enter this in the **New** and **Confirm** form fields. Type your password the same - once in each field.

The password format rules are below: *if your password is rejected, it is because it did not meet the requirements shown below:*

- ***Be at least 6 characters long***
- ***Contain at least 1 character from 2 of the following 3 sets:***
  - ***English alpha characters (A...Z, a...z)***
  - ***Numeric digits (0...9)***
  - ***Symbols (!@#\$%^&\*,./\|;:'<>?[]{}\_+~=)***
- ***Not contain any dictionary words (including backwards spelling)***
- ***Not contain any part of your full name (including backwards spelling)***
- ***Not contain any name or username***

Username

n.diamond

Old Password

New Password

Confirm Password

Next Cancel

Click **NEXT** to confirm the change. Your new password is set.

You can now use your account with services that require a district login.