

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.username@surreyschools.ca



A screenshot of a web form for password reset. The form has a light gray background. At the top left, the word "Username" is written in a small, dark font. Below it is a text input field containing the text "u.username". To the right of the input field is a small, dark red rectangular button with three white dots. At the bottom right of the form are two buttons: a blue "Next" button and a white "Cancel" button.

Click **NEXT**.

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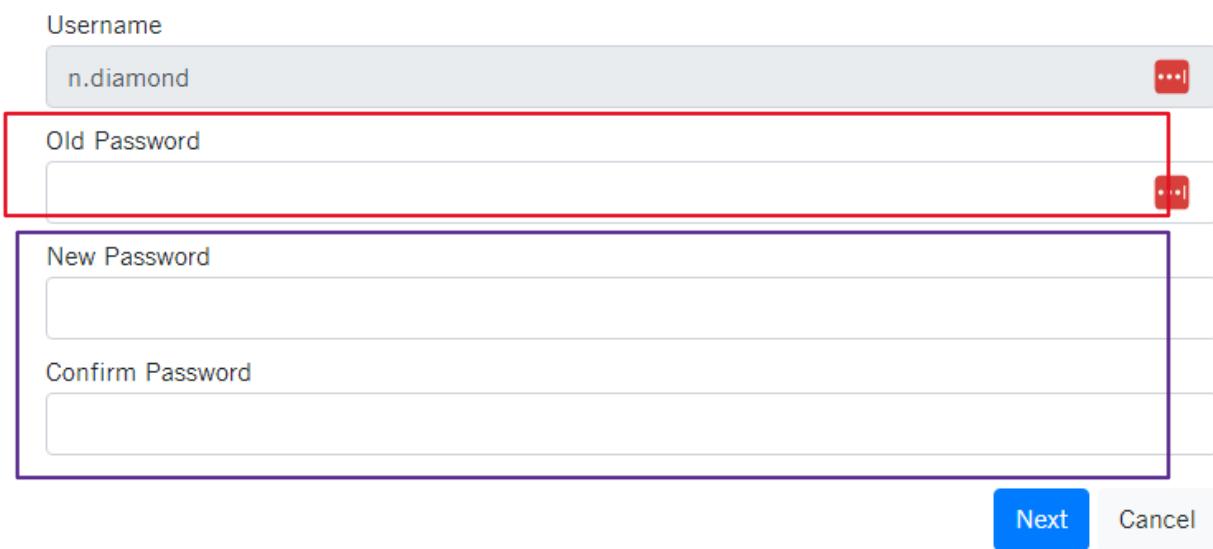
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Enter the temporary password (Step 1) into the **Old Password** field.

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**



The image shows a digital form for password reset. At the top, there is a 'Username' field containing 'n.diamond'. Below it is an 'Old Password' field, which is highlighted with a red border. Further down are two fields: 'New Password' and 'Confirm Password', which are grouped together and highlighted with a purple border. At the bottom right of the form are 'Next' and 'Cancel' buttons.

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

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