

# How to Change Your SCDSB Password

Easily change your SCDSB password from within your Office 365 SCDSB account

# Change Your Password

## Remember

Changing your network password affects many things. This affects school computer logins, O365, Google, D2L, and guest wireless. Once finished, please wait up to 5 minutes before using the new credentials. Remember to update all your devices (phones, tablets, and PCs) with the new password.

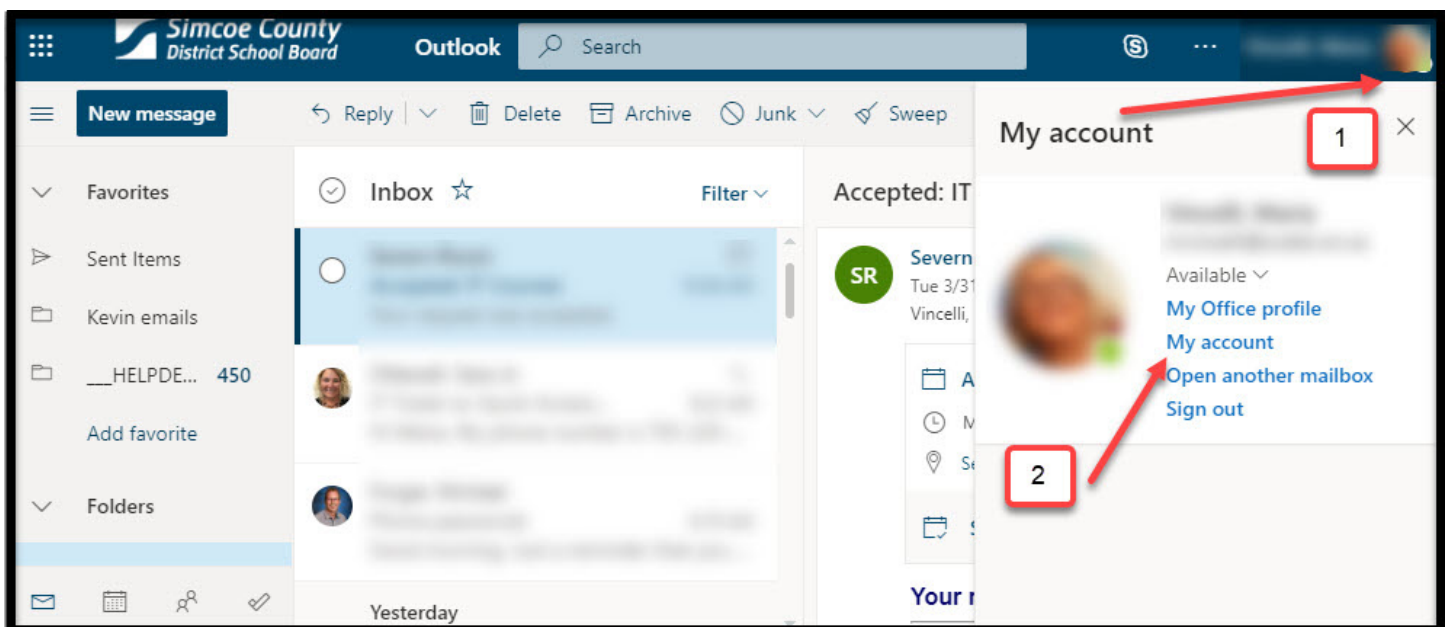
SCDSB Staff passwords are a minimum of 8 characters long, and meet at least THREE of the following conditions:

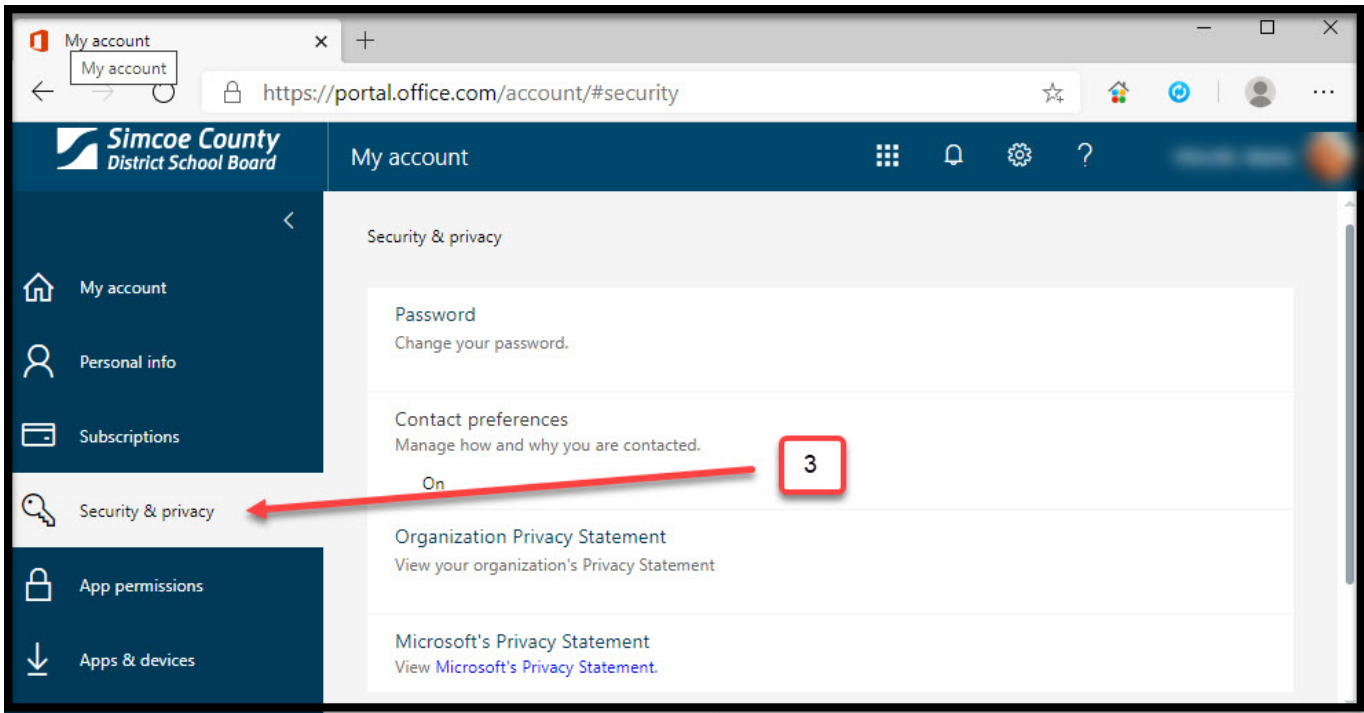
- Contains an uppercase letter (A-Z)
- Contains a lowercase letter (a-z)
- Contains a number (0-9)
- Contains a symbol (\$, !, \*, #, etc.)

## Follow These Steps

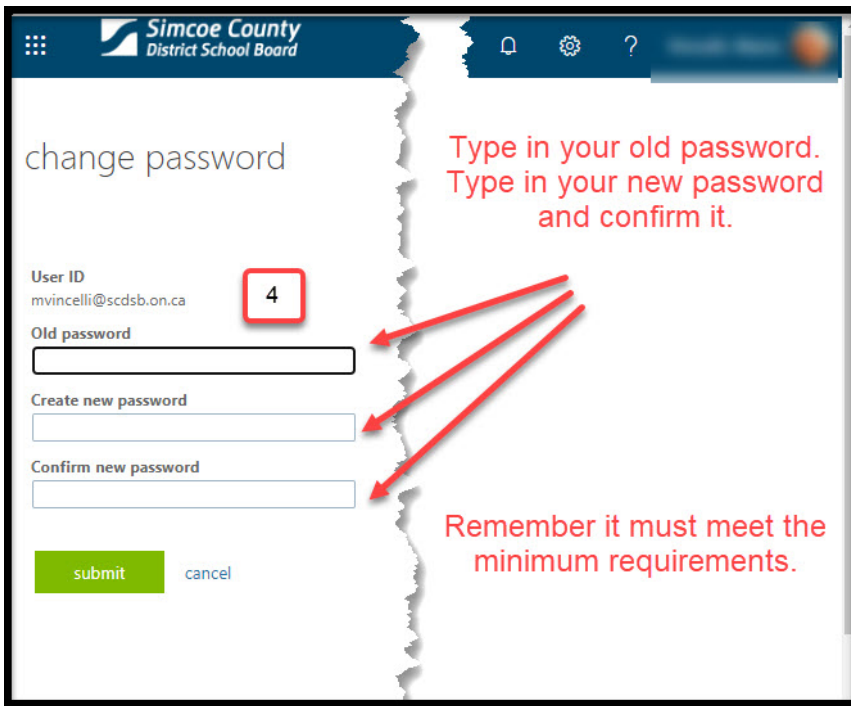
Log in to [office.com](https://office.com)

1. Click on your Profile
2. Click on My account





3. Click on Security and privacy



4. Type in your old password, your new password and confirm it. Your password has been changed.



*Your Future... Our Priority*

To view more SCDSB ITS documentation, visit **IT Help Resources** in SharePoint.

<https://scdsb.sharepoint.com/sites/ITHelpResources>

Visit **SUPPORTdesk** to create a new support request.

<http://support.scdsb.on.ca>

For any questions, please call the Helpdesk at extension 11777.

This document has been created by the SCDSB ITS Department.