

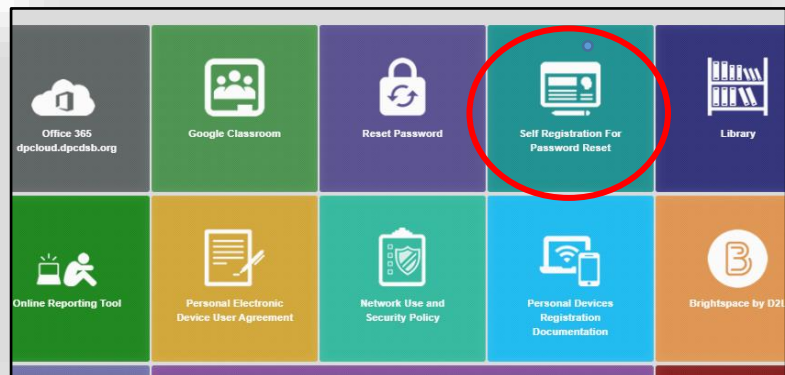
Instructions to Register for Password Reset Tool

STEP 1

Go to Students Dashboard

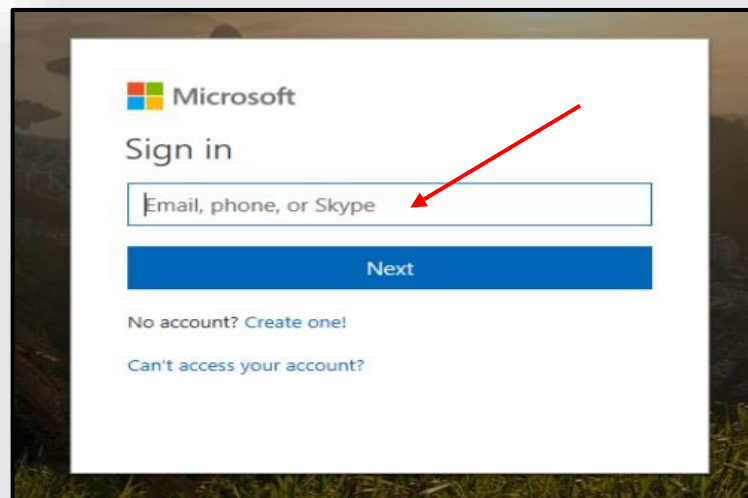
<https://students.dpcdsb.org>

Click on Self Registration for Password Reset



STEP 2

Enter Student DPCDSB email (*student#@educ.dpcdsb.org*) & password to sign in.



STEP 3

You will be asked if you want to “Stay signed in?” Click **Yes** or **No**.

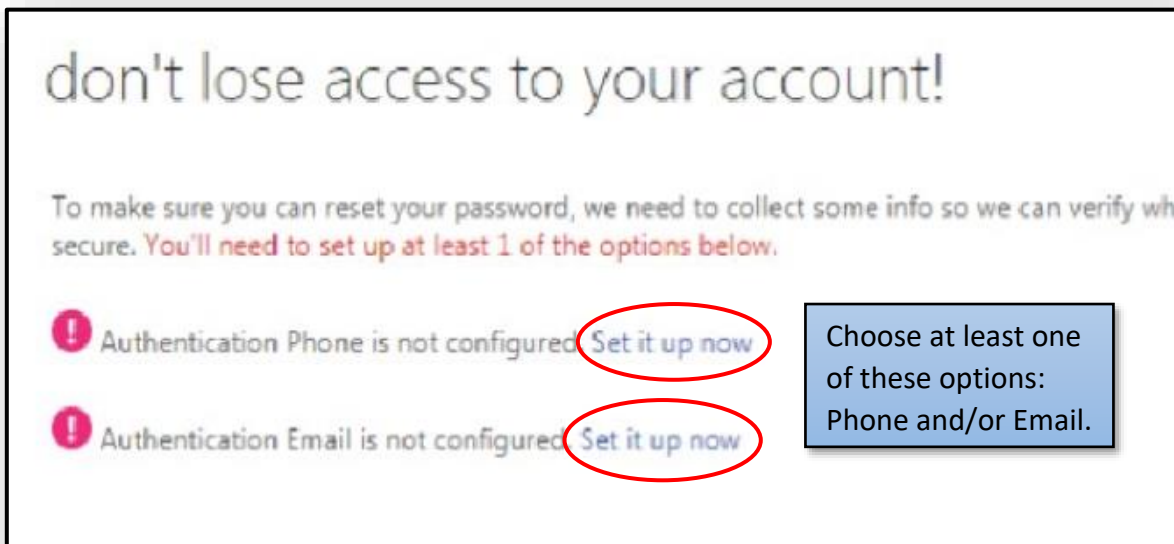


STEP 4

Click on **“Set it up now”** on at least one of the options:

Cell phone OR Personal email (non-Dufferin-Peel email)

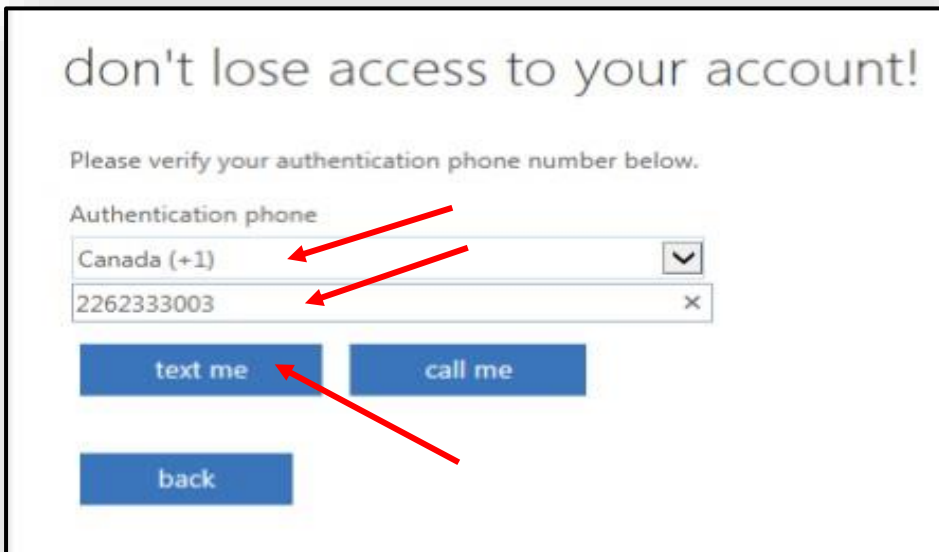
*Choose an option that is more convenient to access, you will receive a Verification Code on your phone or email. You will also need that later to reset password online.



STEP 5

Set up with **Cell phone number**

- Select Country
- Enter Cell number
- Click on **text me** or **call me**



OR

Set up with **Personal Email** (non-Dufferin-Peel email)

- Enter 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

This screenshot shows a web form for verifying an authentication email address. At the top, it says "don't lose access to your account!". Below that, it asks the user to verify their authentication email address, warning not to use their primary work email. There is a text input field labeled "Authentication Email" containing "johnsmith@hotmail.com". Below the input field are two buttons: "email me" and "back". Two red arrows point to the input field and the "email me" button.

STEP 6

Log onto personal (non-Dufferin-Peel) email or check cell phone message to get **Verification Code**.

Enter Verification Code, then click on [verify](#)

Wait for verification to finish.

email me

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

verify

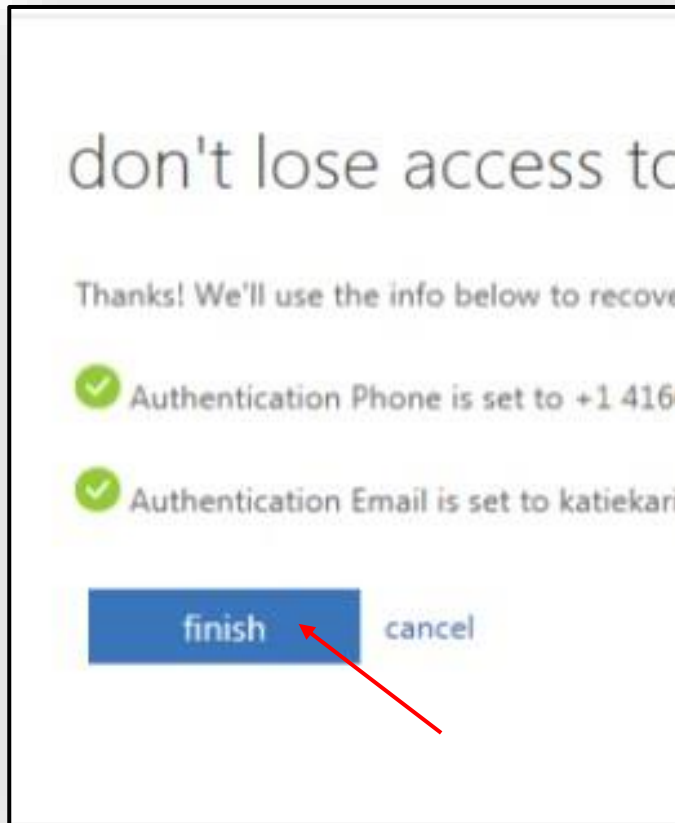
try again

back

This screenshot shows the verification code entry screen. At the top, there is a disabled "email me" button. Below it, a message states "We've sent an email message containing a verification code to your inbox." There is a text input field for the verification code, followed by a "verify" button and a "try again" link. A "back" button is located at the bottom left. Two red arrows point to the input field and the "verify" button.

STEP 7

Click on **finish** to complete registration.



Successful set up is indicated by **green checks** beside cell phone number and/or email address.

Make sure you click on **finish** to complete registration.

Once registered, students will be able to reset their password online. (See Instructions to Reset Password)