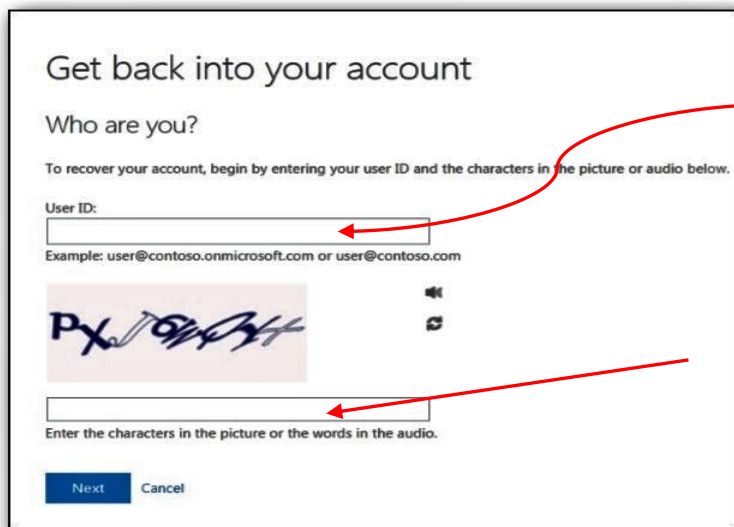
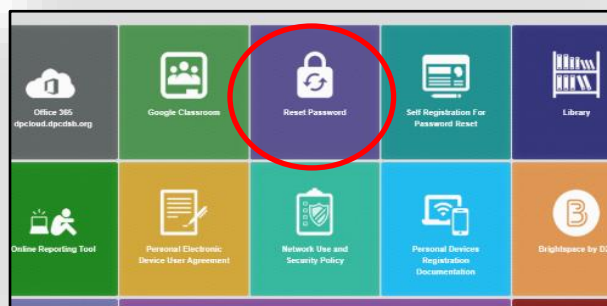


Instructions to Reset Password (For students who have registered for the Password Reset Tool)

STEP 1

Go to Students Dashboard
<https://students.dpcdsb.org>

Click on Reset Password



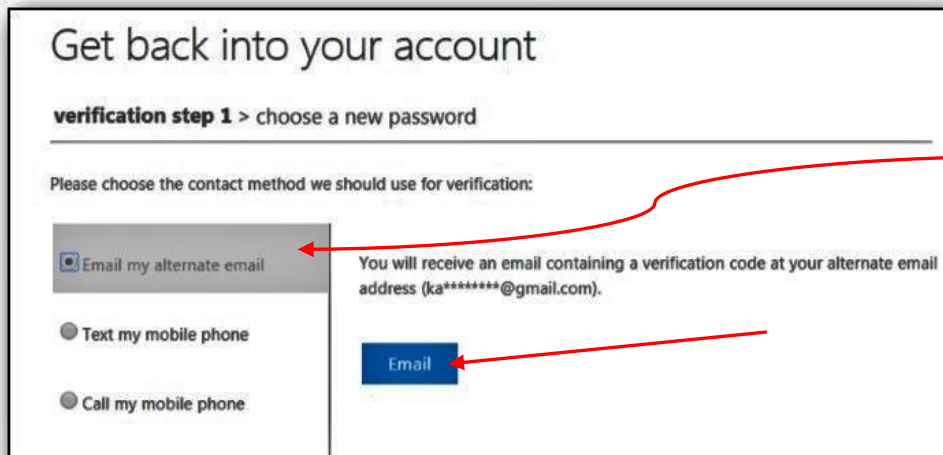
Enter student DPCDSB Email as User ID.
(student#@educ.dpcdsb.org)

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

STEP 2

Select Email or Text message to receive a Verification Code.

If student has registered with personal (non-Dufferin-Peel) email, select "Email my alternate email".

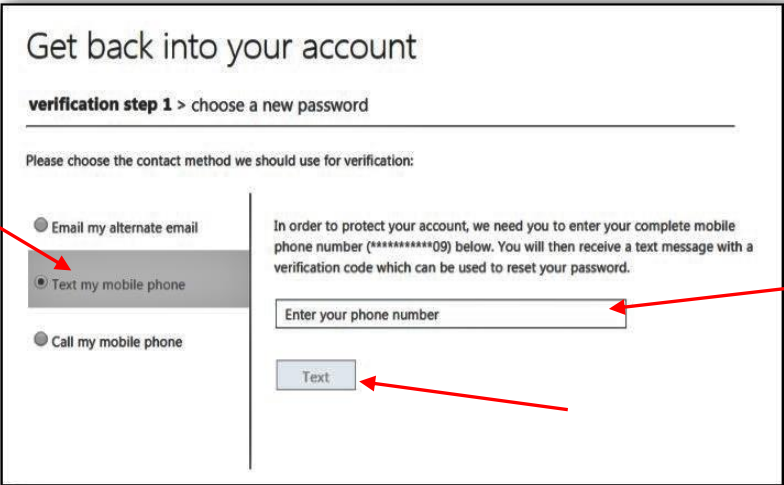


Select "Email my alternate email"

Then click on **EMAIL**.

OR

If student has registered with cell phone number, select Text my mobile phone.

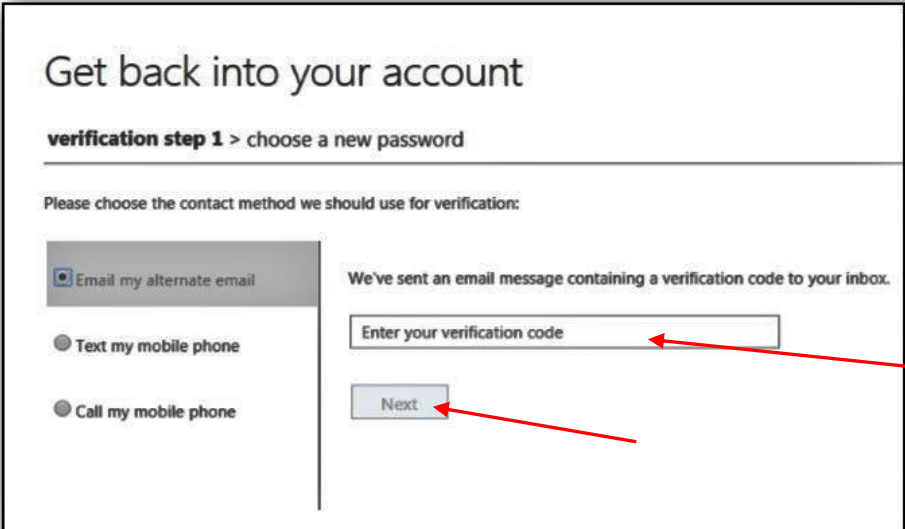


The screenshot shows a web form titled "Get back into your account" with the sub-header "verification step 1 > choose a new password". Below this, it says "Please choose the contact method we should use for verification:". There are three radio button options: "Email my alternate email", "Text my mobile phone" (which is selected), and "Call my mobile phone". To the right, there is a text input field labeled "Enter your phone number" and a "Text" button below it. Red arrows point from the text "Text my mobile phone" to the selected radio button, from "Enter cell phone number here" to the input field, and from "Then click on TEXT" to the "Text" button.

STEP 3

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

On the following screen, enter Verification Code.
Then click on **NEXT**.



The screenshot shows the same "Get back into your account" verification screen. In this instance, the "Email my alternate email" radio button is selected. The text input field now contains "Enter your verification code" and the "Next" button is visible. Red arrows point from the text "Enter Code received from Email" to the input field and from "Then click on NEXT" to the "Next" button.

OR

Enter Code received from Text Message

Then click on **NEXT**

STEP 4

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

Note: Choose a new password which is 8 characters or longer, include letters and numbers, avoid using student name or student number.

**** Click on FINISH to complete password reset.**