Self Registration for Online Password Reset Tool

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Introduction:

- Passwords exist for your protection, to keep your account and your information safe.
- Passwords expire every 90 days.
- If you have wifi access on your device and it suddenly stops working, your password might need to be reset.
- Tool exists to make resetting your password easy! You can do it yourself!
Step 1:
• Go to: http://passwordregister.dpcdsb.org

Step 2:
• Enter school email (student#@dpcdsb.org) and DPCDSB 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 number OR Personal email

• Choose the option which is easier for you to access. You will need that to retrieve a Verification Code. You will also need that later when you want to reset your password online.
Step 5A: Set up with cell phone number

- Select Country
- Enter cell number
- Click on **Text Me**
Step 5B: Set up with personal email

- Enter personal email address
- Click on Email Me
Step 6:

• Retrieve *Verification Code* from cell phone or from inbox of personal email account.
• Enter *Verification Code*.
• Click on *Verify*
• Wait for verification to finish.
Step 7:

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

• Click on finish to complete registration.

Congratulations, you are now registered!
In the future:

Students who registered successfully may use this link to reset passwords online:

http://passwordreset.dpcdsb.org

✓ Anytime – when password expires, when account is locked, or when password is forgotten.

✓ Anywhere – at school, at home, or anywhere with internet connection.

✓ On any device – school computers, laptops, tablets, chrome books, or own devices.