



Purpose

This guide is designed to walk you through changing your Active Directory Password. This applies to employees with @avrsb.ca e-mail addresses. The following steps will reset the password to your @avrsb.ca e-mail address, computer login, vpn account, Web Helpdesk login and skype login.

Responsibilities

Access to data in the AVRSB is controlled via usernames and password. All users are responsible for the safe guarding of their login credentials, including choosing strong passwords.

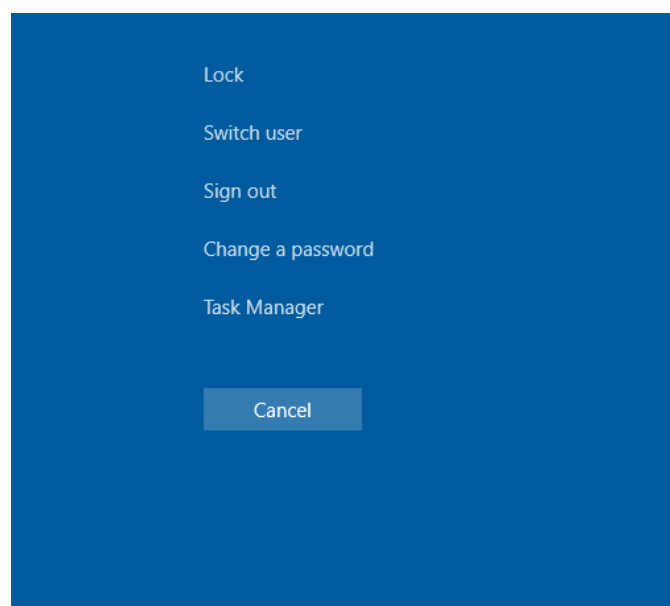
Guidelines for creating a strong password:

- Length
 - The length of a password is the key to a strong password. Ten or more characters is the recommendation.
 - Try combining words or having your password be a phrase.
 - Adding numbers, mixed lowercase/uppercase and punctuation is also a good idea.
 - Avoid common passwords such as password, changeme, qwerty, etc... ([Article - "The Most Common Passwords In 2016"](#))

Specific Procedure

This procedure is for users who have a @avrsb.ca email address. For users who do not have a @avrsb.ca email address please refer to the "Changing You @gnspes.ca" procedure.

1) Login to your computer and press Ctrl-Alt-Delete, and choose ***"Change a password"***






2) Fill in the ***“Old Password”***, ***“New Password”*** and ***“Confirm Password”*** fields.

3) Click on the arrow to the right of the ***“Confirm Password”*** field.

Your password has now been successfully changed. You will need to update any mobile devices you may have with your new password. Refer to the appropriate guide on tech.avrsb.ca for further information.



Change a password

AVRSB\fscae

Old password

New password

Confirm password →

Sign in to: AVRSB

How do I sign in to another domain?

Cancel