



Purpose

This guide is designed to guide you through changing your @gnspes.ca.ca password. Due to the fact that your @gnspes.ca account and computer login are synced, your computer login password will change to the new @gnspes.ca password.

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.

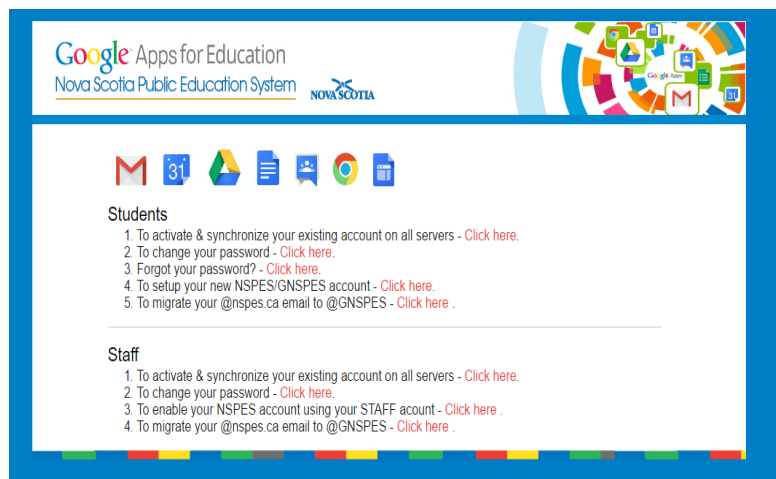
Guidelines for creating a strong password:

- 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

1) In a web browser navigate to <https://selfservice.gnspes.ca/passwd.html> . You can also login to any AVRSB computer with a username of **pw** and a password of **password** and it will bring up the same page.

2) Under the Staff Section click on 2. To change your password – Click here.



Google Apps for Education
Nova Scotia Public Education System

Students

1. To activate & synchronize your existing account on all servers - [Click here](#).
2. To change your password - [Click here](#).
3. Forgot your password? - [Click here](#).
4. To setup your new NSPES/GNSPES account - [Click here](#).
5. To migrate your @nspes.ca email to @GNSPES - [Click here](#).

Staff

1. To activate & synchronize your existing account on all servers - [Click here](#).
2. To change your password - [Click here](#).
3. To enable your NSPES account using your STAFF account - [Click here](#).
4. To migrate your @nspes.ca email to @GNSPES - [Click here](#).



3) Fill in your username (e-mail address minus the @gnspe.ca) and your current password. Then select a new password and hit update.



Fill in the following information

Google Username:
Current Password:
New Password:
New Password:

This form will update your GNSPES Google password as well as your local GNSPES account password.
If you need to recover your password, go [here](#).

4) If it says **success**, your password was changed successfully.



Results for changing our password

Success.