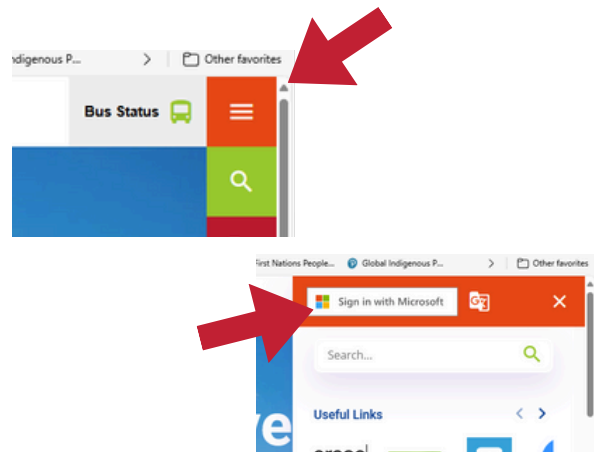


School Connect

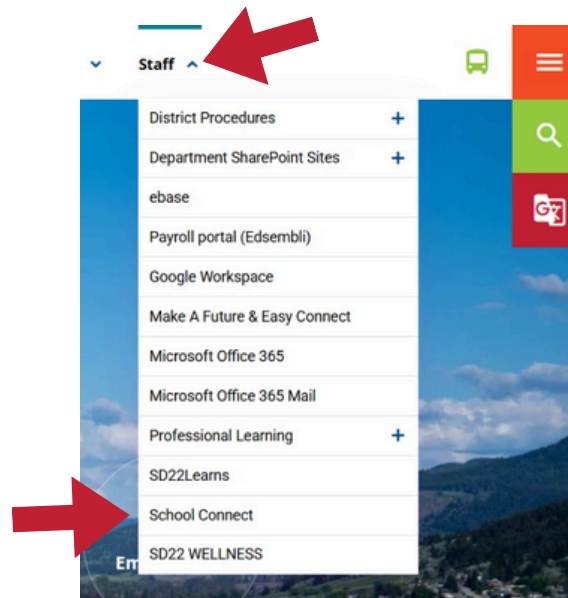
How to Change a Student Password

The following steps outline how to change student passwords through SchoolConnect. This is something that can be done by any teacher in the district.

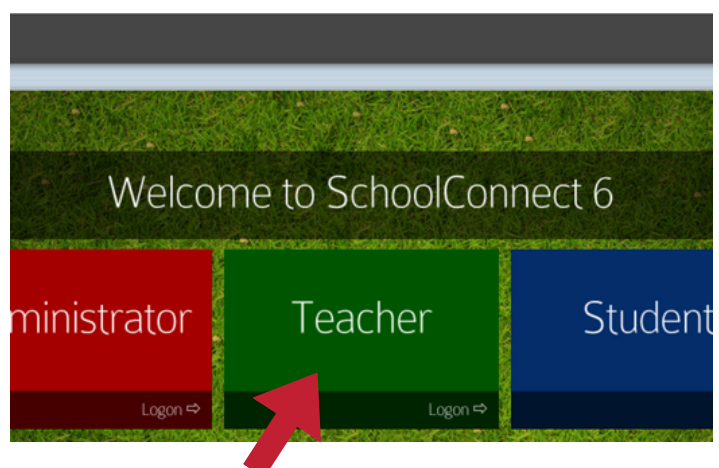
1. Navigate to www.sd22.bc.ca & sign in with your @sd22.bc.ca credentials by clicking on the orange menu icon and then the "Sign in with Microsoft" button.



2. Click on the small arrow beside the "Staff" menu & then on "School Connect"



3. Select "Teacher" from the options on the School Connect home page.



4. Bypass the security warning. To do this click the "Advanced" button at the bottom of the page.



Your connection is not private

Attackers might be trying to steal your information from 10.13.50.101 (for example, passwords, messages, or credit cards). [Learn more](#)

NET-ERR_CERT_AUTHORITY_INVALID

To get Chrome's highest level of security, [turn on enhanced protection](#)

Advanced

Back to safety

5. Click "Proceed to 10.13.50.101".

This server could not prove that it is 10.13.50.101; its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

[Proceed to 10.13.50.101 \(unsafe\)](#)

6. Sign in with your username and password in the pop-up box.

10.13.50.101/SchoolConnect/asp/Teacher/index.asp

Sign in

https://10.13.50.101

Username

Password

Sign in Cancel

7. Select your school from the list on the home page and click "Administer" at the bottom.

Teacher Tools

(SWLS) W.L. Seaton Secondary School

Classes and Groups

Assignments

Rooms and Resources

Utilities

Change My Password

View My Account Details

Change Schools

Help

Utilities >> Change Schools

Manage the Schools in the SchoolConnect System

School Name

(EAPS) Alexis Park Elementary School

(EBRS) Beairisto Elementary

(EHWS) Harwood Elementary

(SCBS) Charles Bloom Secondary School

(SCFS) Clarence Fulton Secondary School

(SKLS) Kalamalka Secondary School

(SODO) The Open Door

(SVLO) VLearn Alternate School

(SVSS) Vernon Secondary School.02222017

(SWLS) W.L. Seaton Secondary School

(TQC) Teacher On Call School

Administer

8. Click on "Classes and Groups" and "Manage Students"

Teacher Tools

(SWLS) W.L. Seaton Secondary School

Classes and Groups

Manage Students

Assignments

Rooms and Resources

Utilities

Help

Classes and Groups >> Manage Students

Search by Class Select Class or Group Go

Last Name First Name Use

None Found

9. Choose your search scope (Grade, Class, Keyword, or All) and click on the “Go” button.

The screenshot shows the 'Teacher Tools' interface for 'SWLS W.L. Seaton Secondary School'. The 'Classes and Groups' menu is active, and the 'Manage Students' sub-menu is selected. The search scope is set to 'Class' in the 'Search by' dropdown. The 'Go' button is highlighted with a red arrow. The search results area shows 'None Found'.

10. Choose a student's name from the resulting list and then click the “Change Password” button.

The screenshot shows the 'Classes and Groups >> Manage Students' page. The search scope is set to 'All'. A table lists students with columns for Last Name, First Name, Username, Grade, and Status. The student 'J. Smith' is selected, highlighted in blue. A red arrow points to the 'Change Password' button at the bottom of the page.

Last Name	First Name	Username	Grade	Status
J. Smith	J. Smith	j.smith	3	
J. Smith	J. Smith	j.smith	7	
J. Smith	J. Smith	j.smith	7	
J. Smith	J. Smith	j.smith	3	
J. Smith	J. Smith	j.smith	1	
J. Smith	J. Smith	j.smith	5	
J. Smith	J. Smith	j.smith	3	
J. Smith	J. Smith	j.smith	4	
J. Smith	J. Smith	j.smith	1	
J. Smith	J. Smith	j.smith	1	
J. Smith	J. Smith	j.smith	4	
J. Smith	J. Smith	j.smith	3	
J. Smith	J. Smith	j.smith	4	
J. Smith	J. Smith	j.smith	7	

11. Enter a new password for the student twice and click on the “Change Password” button

IMPORTANT: Do not click the “Must Change Password” button.

The screenshot shows the 'Teacher Tools' interface for 'SWLS W.L. Seaton Secondary School'. The 'Classes and Groups' menu is active, and the 'Manage Students >> Change Password' sub-menu is selected. The page title is 'Change the password that '1285025' uses to log in to their Windows desk'. The form has fields for 'New Password' and 'Confirm Password', and a checkbox for 'Must Change Password'. The 'Change Password' button is highlighted with a red arrow.