



CHANGE OF PASSWORD!

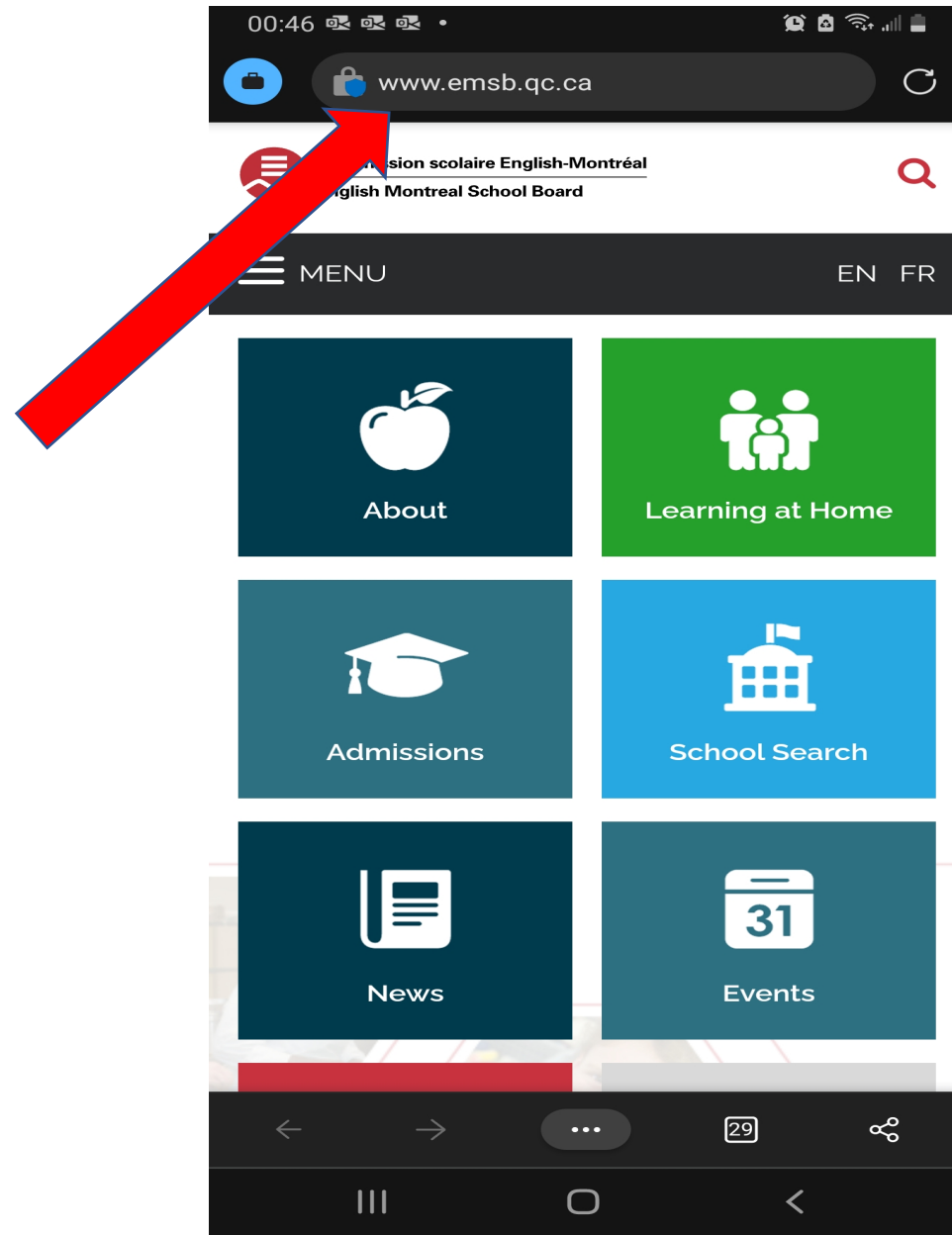


IMPORTANT POINTS TO NOTE

1. The EMSB public WIFI does not work for most devices as such WIFI access may be limited or inaccessible
2. EMSB email account passwords expire every 90 days from your last password activation/change.
3. Students are advised to change their passwords before the 90 day timeline to avoid abrupt interruption of services.
4. Students have access to IT support. Call 514-483-7502 or Email ITHELP@EMSB.QC.CA

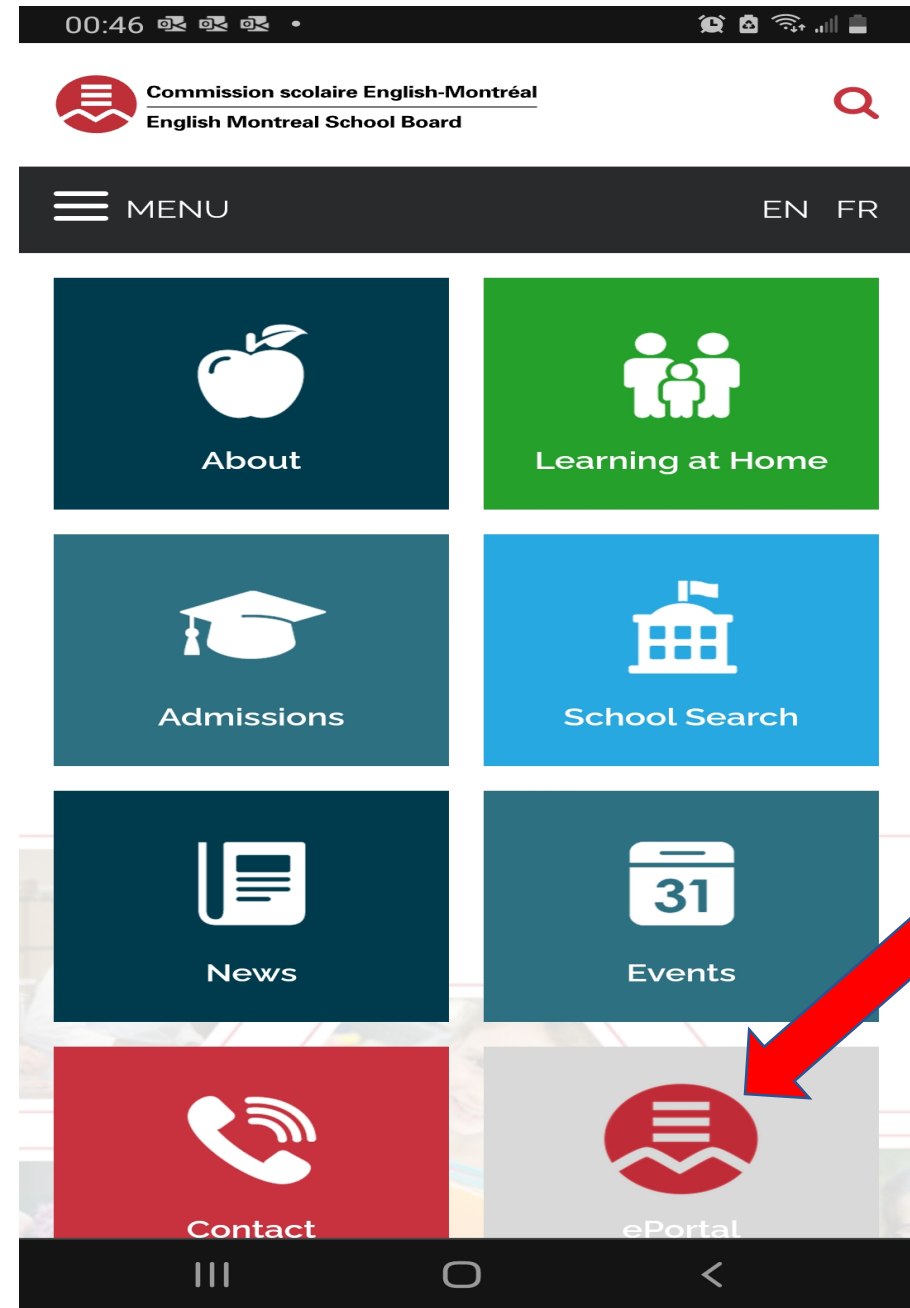
GO TO
WWW.EMSB.QC.CA

STEP 1

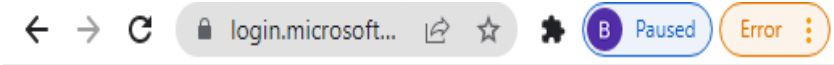


CLICK on the
ePortal

STEP 2



TWO OPTIONS

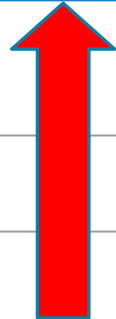


Sign in

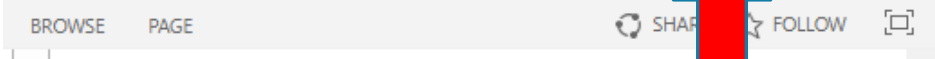
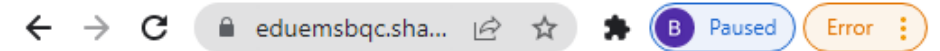
No account? [Create one!](#)

[Can't access your account?](#)

Next



Go to Next step 3



- My WebMail
- My Calendar
- My OneDrive
- Employee Services

Go to Step 4

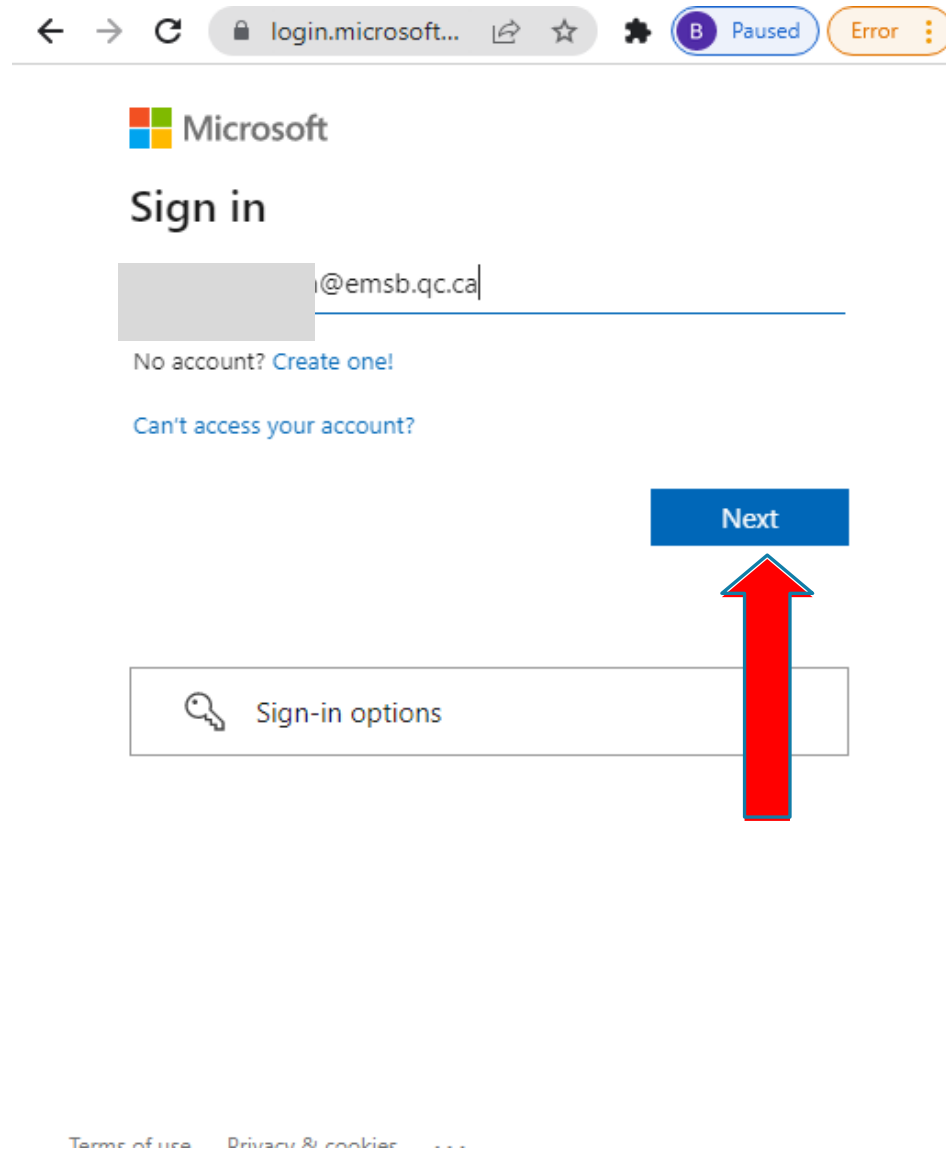


PASSWORD SECURITY TOOLS

- Change My Password
- Change My Security Settings

SIGN IN WITH YOUR USERNAME AND CURRENT PASSWORD

STEP 3



The screenshot shows a web browser window with the address bar displaying "login.microsoft...". The page content includes the Microsoft logo, the heading "Sign in", and a text input field containing "@emsb.qc.ca". Below the input field are links for "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field, and a red arrow points upwards towards it. At the bottom of the page, there are links for "Terms of use" and "Privacy & cookies".

← → ↻ login.microsoft... ☆ ⚙ B Paused Error ⋮

Microsoft

Sign in

@emsb.qc.ca

No account? [Create one!](#)

[Can't access your account?](#)

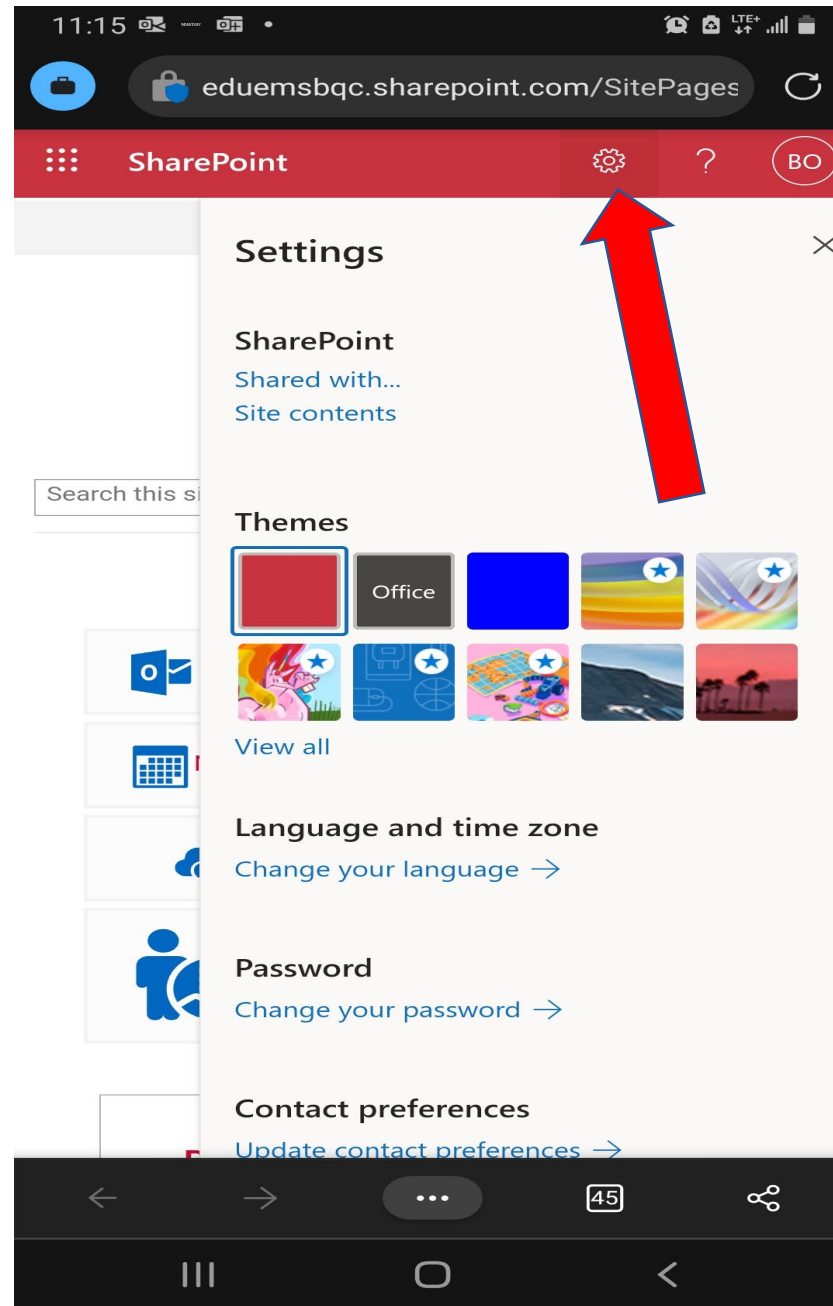
Next

Sign-in options

[Terms of use](#) [Privacy & cookies](#) ...

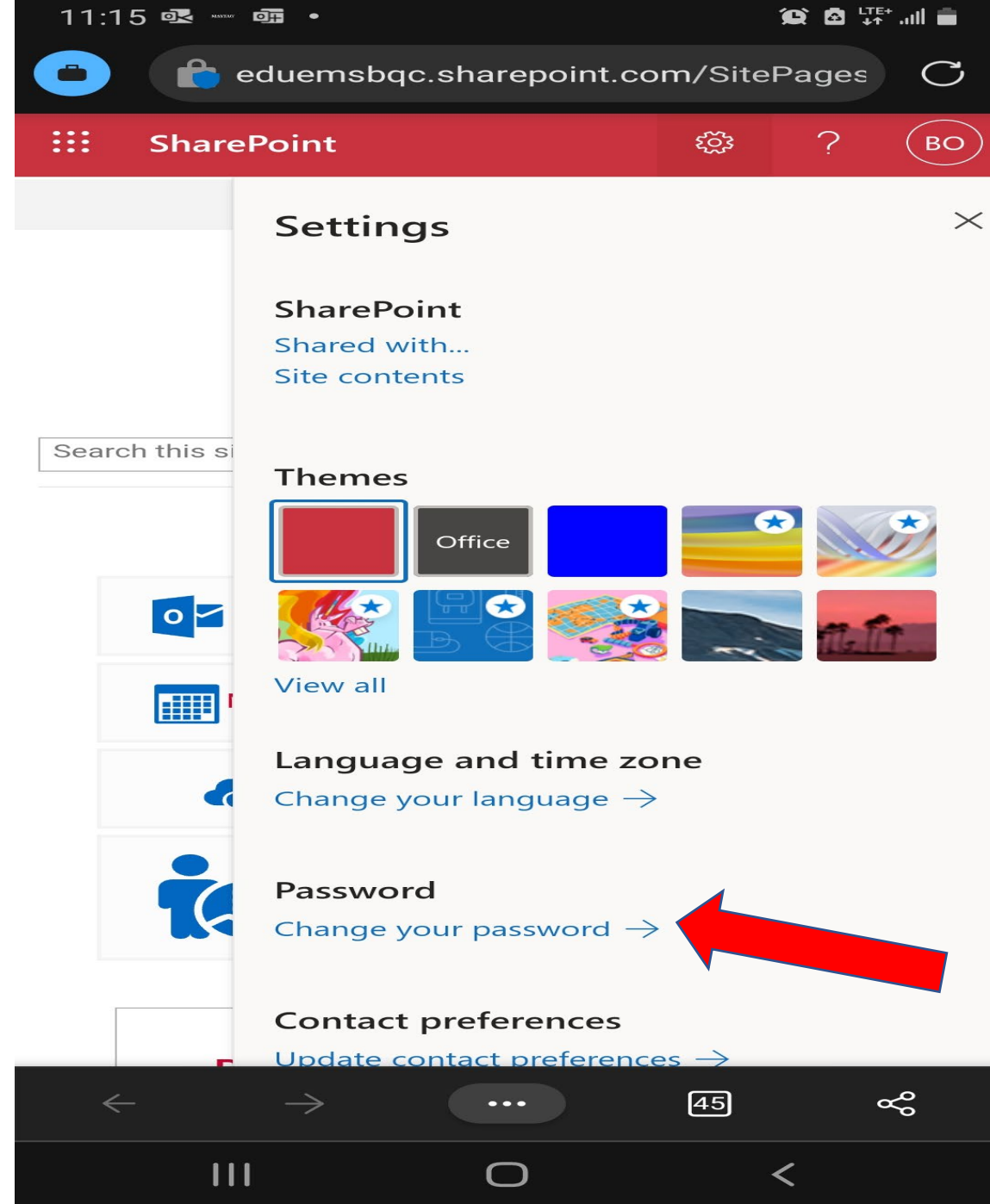
Click on **Settings**

STEP 4



Click on **Change your password**

STEP 5



Enter current/
temporary Password

STEP 6



Change password

User ID
bosei-asamoah@msb.qc.ca

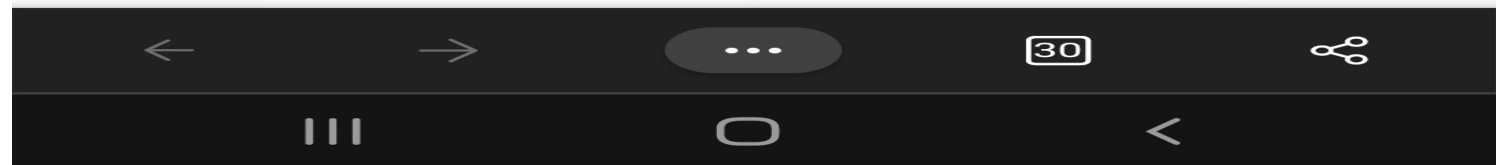
Old password

Create new password

Confirm new password

Submit

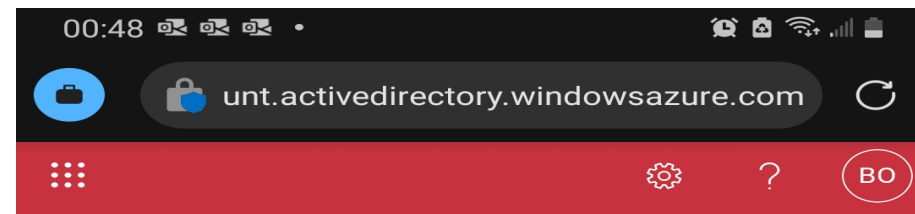
Cancel



Create **new password and confirm it (WRITE IT DOWN)**

*Strong passwords comprise a combination of at least upper & lower case, and digits

STEP 7



Change password

User ID

bosei-asamoah@emsb.qc.ca

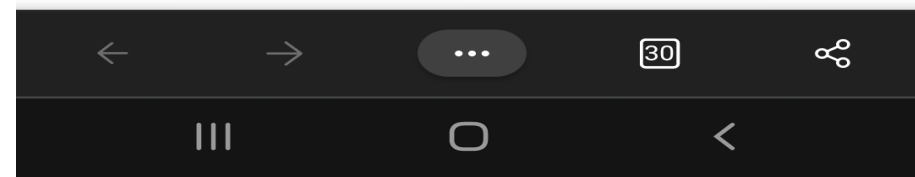
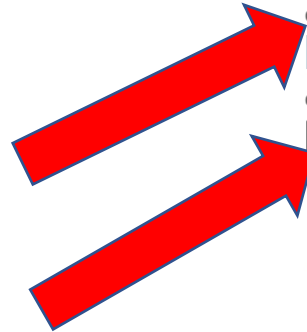
Old password

Create new password

Confirm new password

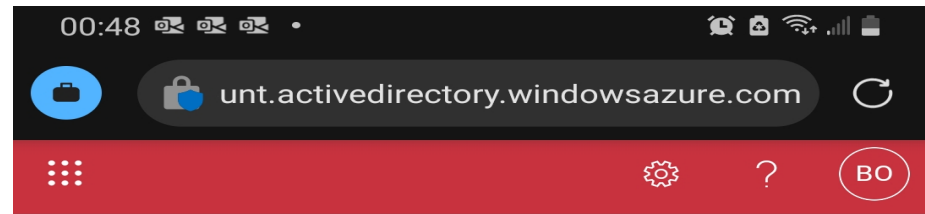
Submit

Cancel



Click **Submit**

STEP 8



Change password

User ID

bosei-asamoah@emsb.qc.ca

Old password

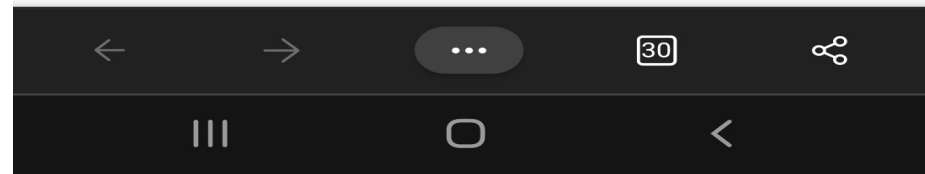
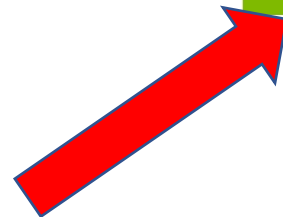
Create new password

Confirm new password

Submit

Cancel





REMEMBER TO
CHANGE YOUR
PASSWORD BEFORE
THE NEXT 90 DAYS.