

Changing Your Password

Remember:

- keep your BCeSIS password secure.
- your BCeSIS passwords expire every 90 days.
- after 90 days, you have receive a notice indicating you must change your password.
- once you receive the “90 days” notice, you will have 5 days to change the password. (After a long absence, such as summer vacation, you will receive a “90 days” notice, and have 5 days to change your password.)
- If you do not change your password within the 5 day limit, your access will be disabled.
- When entering your new password not to use a common word, particularly one that is easily associated with you, you’re family, or your job.
- BCeSIS passwords are not case sensitive and must begin with a letter.
- the BC Government rules for the creation of a password, state that a password must:
 - contain a minimum of eight characters and a maximum of fourteen;
 - not contain any part of the user name (e.g., the name or initials used to log in); and
 - contain characters from each of the following categories:

English upper case characters & lower case characters

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Base 10 digits

0123456789

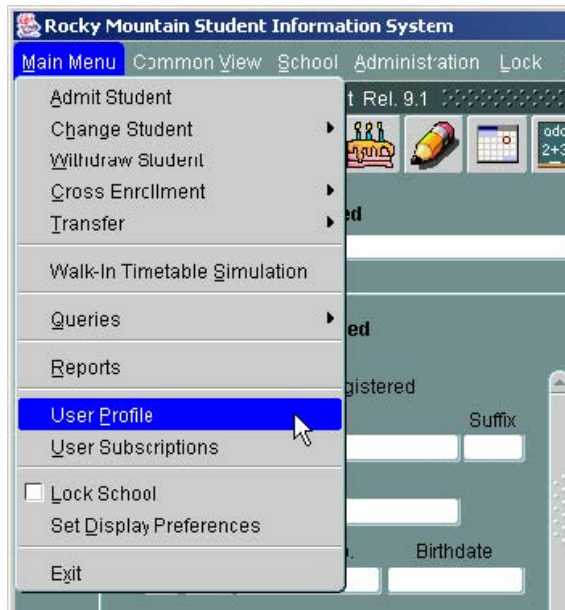
Valid Symbols

\$ _ #

Please note the three symbols shown above are the only symbols that can be used in BCeSIS

1. Changing Your Password:

from the Start Screen **select** Main Menu>User Profile



2. In the window below you do not need to enter an email address.

There will be a message if the change was successful

A screenshot of the 'Oracle Change Password' dialog box. The title bar reads 'Oracle Change Password'. The main content area contains the text 'Changing Password For: DLEVINE6'. Below this, there are four input fields: 'Enter your old Password:', 'Enter your new Password:', 'Verify your new Password:', and 'User E-mail Address:'. The 'User E-mail Address' field is currently empty. At the bottom right of the dialog box, there are two icons: a printer icon and a window icon.