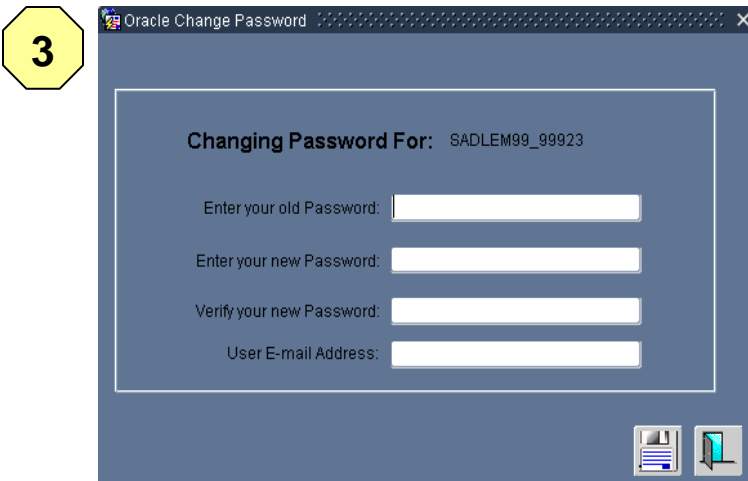
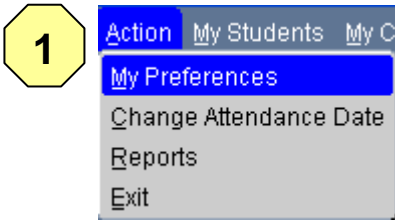


Lesson 2: Changing Your Password



Step-By-Step Instructions

- Step 1: In the Teacher Assistant Start screen click on the **Action** menu located at the top left and select **My Preferences**.
- Step 2: Click once on the **Edit User Profile** button located at top, right corner on the screen.
- Step 3: The Change Password screen appears for you to fill out. Complete the first three boxes. You can ignore the **User E-Mail Address**.
- Step 4: Click on the **Save** icon and click on the **Exit Door** icon to exit the dialogue box.
- Step 5: The BCeSIS user password is now changed. Users should log off BCeSIS (click once on the **Exit Door** icon and click on the **Yes** button when BCeSIS asks you to continue). Log back into BCeSIS with the new password.

Note: If you do not logout and log back in, you may not be able to generate reports and may lose other BCeSIS functionalities that require password authentication.

Important: 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; and
- contain characters from **each** of the following categories:

English upper case characters & lower case characters	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz
Base 10 digits	0123456789
Valid symbols	\$ _ #

The three symbols shown above are the only symbols that can be used in BCeSIS passwords.