



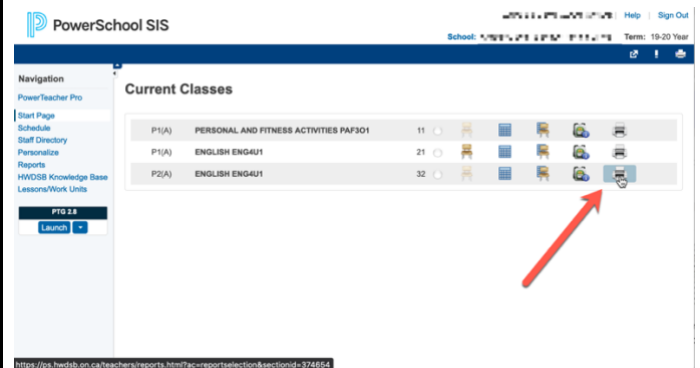
Resetting Passwords in Elementary

This information is designed to help support teachers in resetting student passwords in elementary, where they may be using their HWDSB login for the first time. Remember to check with your teacher colleagues before resetting passwords in bulk.

Step 1: Locate Your Student Usernames

First you will need to locate the student usernames. These are available through a report in PowerSchool, located on the same screen you use to complete attendance. Here's a link to instructions on how to run this report:

<https://sis.commonshwdsb.on.ca/knowledge-base/creating-a-student-contact-information-report/>



Step 2: Connect to the VPN

VPN: Virtual Private Network

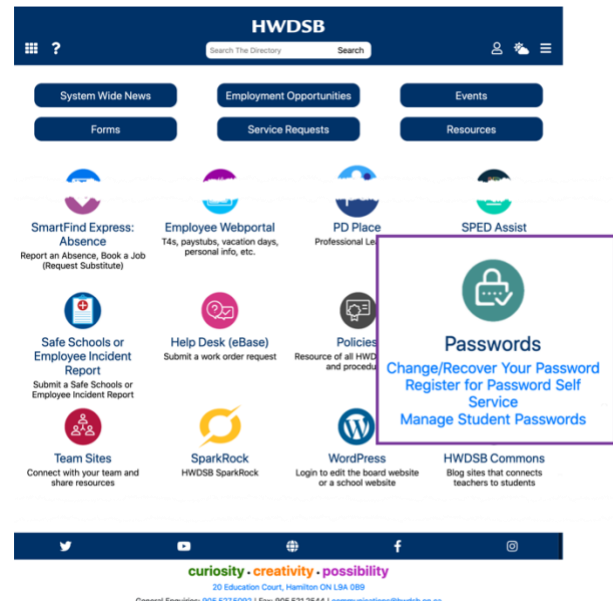
There are some resources that need to be protected behind a firewall. These resources only work if you are connected to the HWDSB network. VPN software connects your computer to the HWDSB network, so resources that usually aren't available at home, can be accessed.

IIT has created a variety of resources to help you get the VPN installed on your computer or iPad.

[Install the VPN on Windows](#)

[Install the VPN on iOS](#)

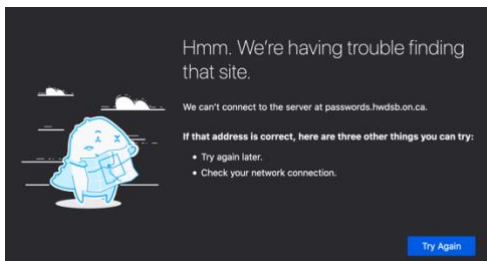
Resetting passwords can only be done while connected to the hwdsb network via the vpn software when you are not at a school. Once connected to the VPN, visit myhome.hwdsb.on.ca and visit the "Manage Student Passwords" link which will launch passwords.hwdsb.on.ca.





Step 3: After Connecting to The VPN, Visit <https://passwords.hwdsb.on.ca>

The following video will show you how to navigate in the password reset tool located at: <https://passwords.hwdsb.on.ca/>. If you aren't connected to the VPN, this site will appear to be a broken link.



<https://hwdsb.tv/media/resetting-a-student-password/>



Step 4: Password Requirements and Stipulations for Elementary Students

For security reasons, passwords are required to have a level of complexity, detailed in the list below.

1. Minimum length shall be 6 characters
2. Password history of 1 previous password(s)
3. Maximum Password age shall be 1 year
4. Account Lockout Threshold of 30 invalid attempts
5. Account Lockout Duration of 5 minutes
6. Account Lockout counter reset of 5 minutes
7. Screensaver password prompt of 30 minutes



Step 5: Share the username and password with your student in a secure manner

Passwords need to be kept private. [This document provided by IIT](#) provides a workflow to connect with parents through contact information available within PowerSchool to ensure they are kept secure.

