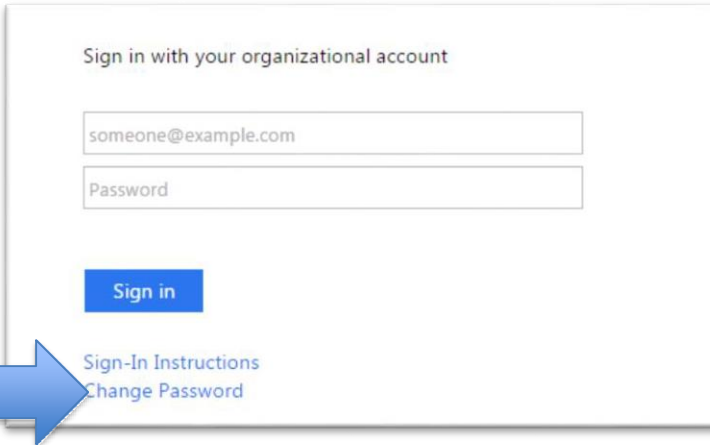


## To Change Your Password on mySite

1. Open your web browser and go to <http://mysite.hwcdsb.ca/>
2. Click on Change Password.

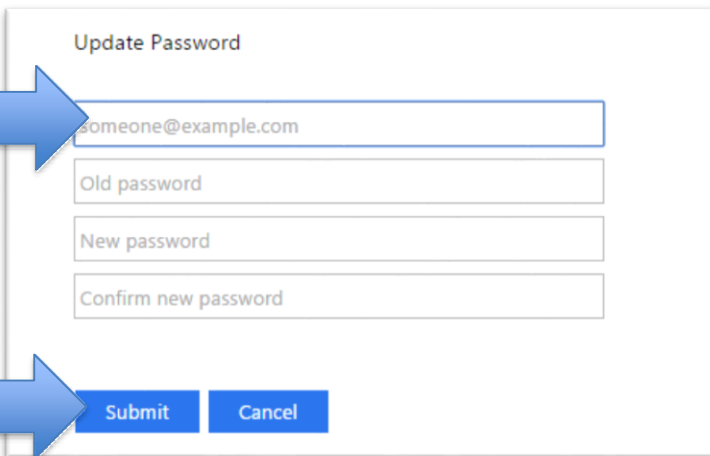


Sign in with your organizational account

  
  
  
[Sign-In Instructions](#)  
[Change Password](#)

3. Enter your board email address (ie\_ [username@hwcdsb.ca](mailto:username@hwcdsb.ca)), your old password, your new password, and your new password again. A secure password should have:
  - Be at least 8 characters long
  - Contain at least 1 capital letter
  - Contain at least 1 lowercase letter
  - Contain at least 1 number or symbol

[Tips on creating a secure password](#)

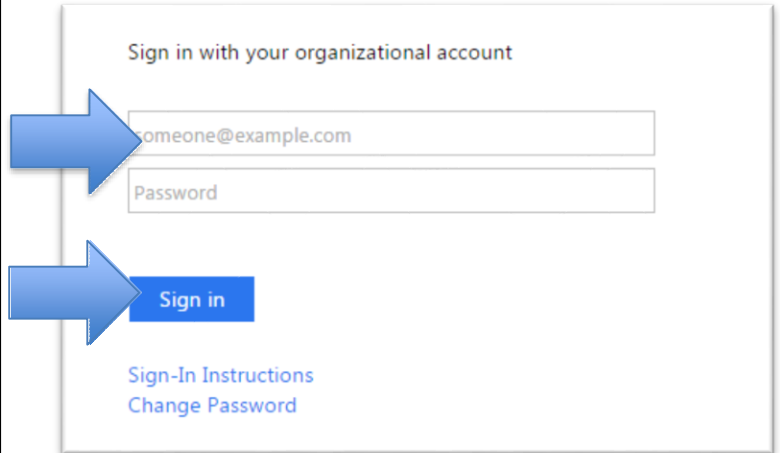


Update Password

4. Click Submit.

5. Enter your board email address and the password you just set.



Sign in with your organizational account

  
  
  
[Sign-In Instructions](#)  
[Change Password](#)

6. Click Sign In.