

Password Change Guide for All Staff and Students

- Visit: <https://spiritsd.ca/changepw>

OR

- Press CTRL-ALT-DELETE on a school Windows computer, choose **Change Password**

COMPLEXITY REQUIREMENTS

You will receive an error message of 'invalid username/password' if your password does not meet the following complexity requirements:

- minimum 8 characters long
- must include a capital letter and a number
- cannot include any part of your name, first name or last
- cannot be any of the last 24 passwords previously used

TEST YOUR PASSWORD

You can test a password to ensure its not on any public breach lists here: <https://haveibeenpwned.com/Passwords>

SINGLE SIGN ON

Your password will change for all services tied to your Prairie Spirit account including computer login, email, Wi-Fi, PowerSchool, etc.

Prairie Spirit Email Outlook app setup guide (iOS & Android)

<https://www.spiritsd.ca/files/docs/technology/Outlook-App-Email-Setup-for-Android-and-iOS.pdf>

Wi-Fi connection guides (iOS & Android)

<https://www.spiritsd.ca/files/docs/technology/Prairie-Spirit-Wifi-iOS.pdf>

<https://www.spiritsd.ca/files/docs/technology/Prairie-Spirit-Wifi-Android.pdf>

Chromebooks

If you encounter an error asking to enter an old Chromebook password:

1. choose **Forgot your old password?**
2. choose **Proceed anyway**

Prairie Spirit Technology Help Desk:

| Phone | Email | Web |
|----------------|--|---|
| Extension 2931 | help@spiritsd.ca | https://spiritsd.ca/technology/ |