

Forgotten Password

Once you have configured your **Password Rest** options, should you forget your password you will be able to reset it following the instructions below. Go to the EMSB ePortal. The login page will be displayed. Click on **I Forgot My Password**.



Commission Scolaire English-Montréal
English Montreal School Board

Sign in with your organizational account

Sign in

I Forgot My Password / J'ai Oublié Mon Mot De Passe
[Change My Password / Changer Mon Mot De Passe](#)

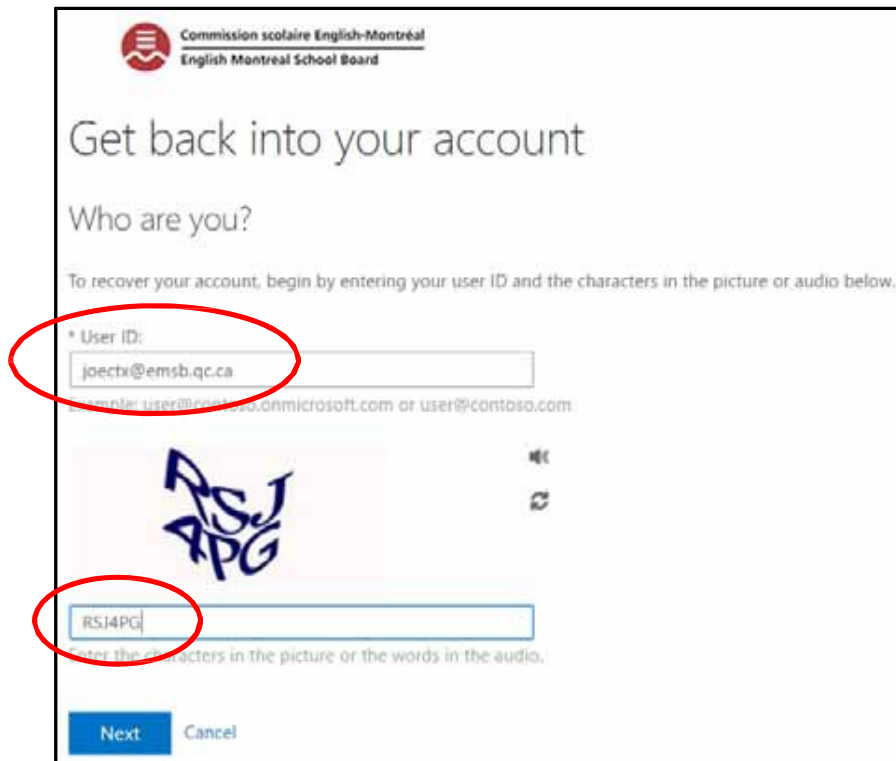
Conditions of Access

This is the English Montreal School Board EPortal. By accessing this site, you are confirming that you are authorized to do so and that you will abide by the [EMSB ICT Access and Acceptable Use Policy](#)

When accessing a computer that may be used by more than one person, please remember to log off of the computer when you are finished.

This OPTION is only available if you have activated the "SET UP SELF-SERVICE PASSWORD RESET"

The following screen will then be displayed. In the user ID field enter your **EMSB email address** (this will allow the system to know who's account to reset. You will also be required to enter the special character shown just below the user ID. Click **Next** when you are done.



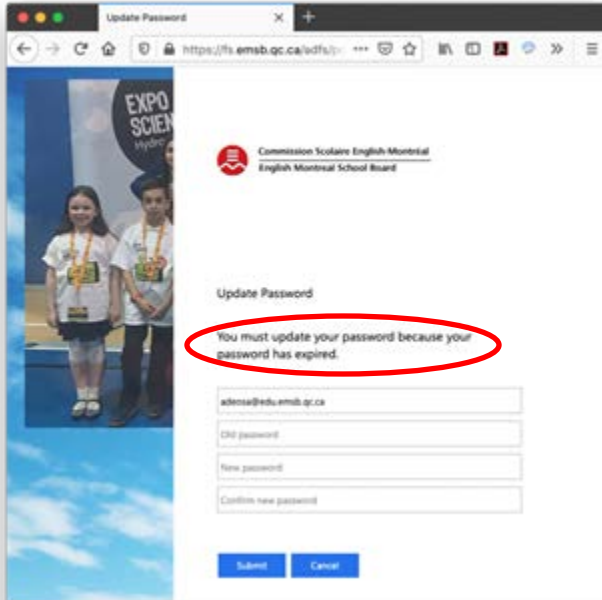
The following screen will then be displayed. Select the option (left side of screen) you wish to have the system use to send you your reset set code. Each of the options you have configured will be displayed.

You will then be sent numeric code, via text message or email. Enter that code in the field and click Next.

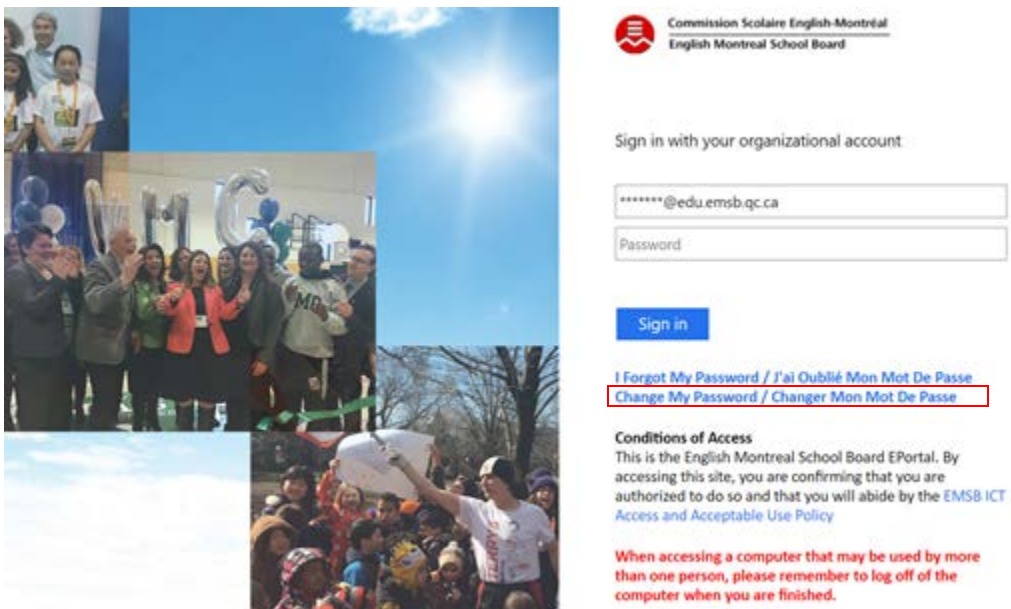
You can then enter your new password. When done click Finish.

What To Do If You Are Asked To Update/Change Your Password:

After activating your EMSB account, the EMSB will require you to change your password every 90 days, so do not be surprised.



You may change your password at any time by following these steps:



1) Click on the link below that says "Change My Password."

2) Enter your old password.

3) Create a new password that is at least 8 characters long (see “Working With Passwords below” to create a solid, strong password).

4) Re-enter your new password to confirm and click on the Submit button.

The screenshot shows a web interface for changing a password. At the top, there is a black header with the logo of the English Montreal School Board (Commission scolaire English-Montréal) and the text "English Montreal School Board". Below the header, the title "change password" is displayed in a large, grey font. Underneath the title, the user's ID is shown as "User ID *****@edu.emsb.qc.ca". The form consists of three input fields: "Old password", "Create new password", and "Confirm new password". At the bottom of the form, there are two buttons: a green "submit" button and a blue "cancel" button.

Working with Passwords

Poor or Weak Passwords

- Contain less than eight (8) characters;
- Are common usage words such as: words found in a dictionary, company name, family names, birth dates, fantasy characters, word/number patterns such as; *aaabbb* or *12345*, etc.

Strong Passwords

- Contain more than eight (8) characters;
- Comprise a combination upper and lower case characters, digits and punctuation characters `!@#$%^&*()_+|~-=\`{}[]:~<>?.,/.`

An example of a strong password is: `Ohmy1stubbedmyt0e!@#$%^&`

It is recommended that all EMSB users follow these best practice guidelines:


- Do not reveal your password to ANYONE. Do not reveal a password to co-workers while you may be on vacation;
- Avoid using the “Remember Password” feature of applications or web sites;
- Avoid writing down your passwords.

Protecting Your Password

Most people don't realise there are a number of common techniques used to crack passwords and plenty more ways we make our accounts vulnerable due to simple and widely used passwords.

Avoid consecutive keyboard combinations; such as *qwerty* or *asdfg* or common dictionary words, slang terms, common misspellings, or words spelled backward. There is software that automatically plugs common words into password fields to be able to crack your password. Don't use personal information such as your name, age, birth date, child's name, pet's name, or favorite colour/song, etc.

How to maintain them Secure

1. Make sure you use different passwords for each of your accounts.
2. Be sure no one watches when you enter your password.
3. Lock your computer whenever you will be away for a significant period of time. To do this simply press the windows key together with the L. ( + L)
4. Avoid entering passwords on computers you don't control; those at an Internet café or library.
5. Avoid entering passwords when using unsecured Wi-Fi connections (like at the airport or coffee shop)—your passwords and data over this unsecured connection could be stolen.
6. Depending on the sensitivity of the information being protected, you should change your passwords periodically. Check your password strength. If the site you are signing up for offers a password strength analyser, pay attention to it and heed its advice.