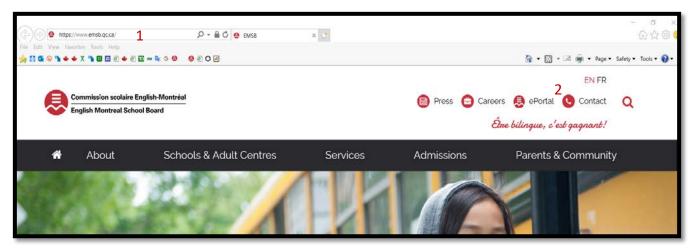
STEPS TO ACTIVATE STUDENT EMSB ACCOUNTS "SET UP SELF-SERVICE PASSWORD RESET"

1. Open an Internet Browser and go to <u>www.emsb.qc.ca</u>¹ and go to the top right-hand corner and click on ePortal².

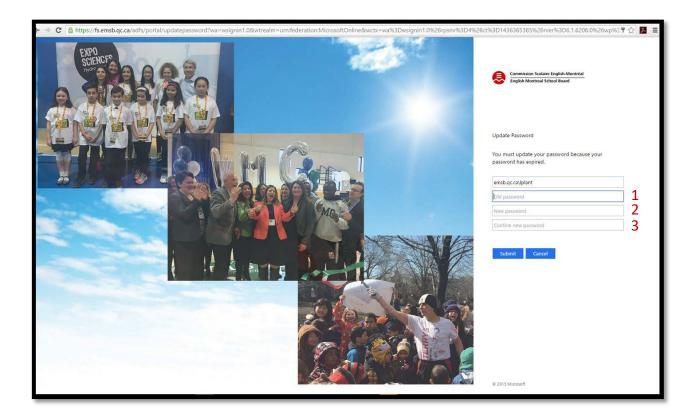


2. You will now be re-directed to the following page:

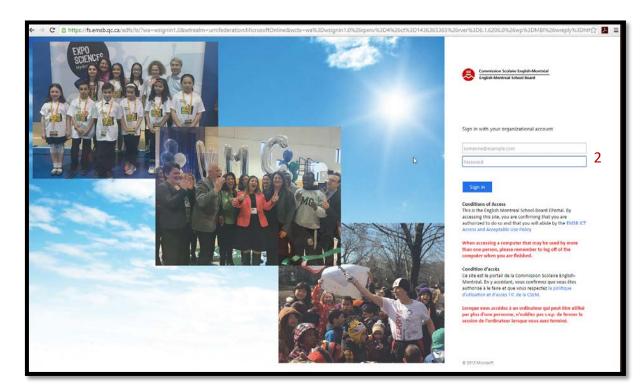
← → C A https://fs.emsb.qc.ca/adfs/ls/?wa=wsignin1.08/wtrealm=um:federation:MicrosoftOnline8/wctx=wa%3Dwsignin1.0%26rpsnv%3D4%26ct%3D1436365365%26n	ver%3D6.1.6206.0%26wp%3DMBI%26wreply%3Dht	1☆ 🔼 ≡
SCIENCE -	Commission Scolaire English-Montréal English Montreal School Board	
	Sign in with your organizational account	
	someone@example.com	1
	Password	2
	Sign in Conditions of Access This is the English Montreel 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. Condition d'accès Ce site est le portal de la Commission Scolaire English- Montreal. En y accédant, vous confirmez que vous êtes authorizé à le faire et que vous respecter la politique d'utilisation et d'accès TIC de la CSEM. Lorsque vous accédez à un ordinateur qui peut être utilisé par plus d'une personne, n'oubliez pas s.xp. de fermer la session de l'ordinateur lorsque vous avez terminé.	

- 3. Enter the user credentials.
 - EMSB student EMAIL ADDRESS¹
 - Initial PASSWORD² assigned by EMSB
 - Click on Sign-In

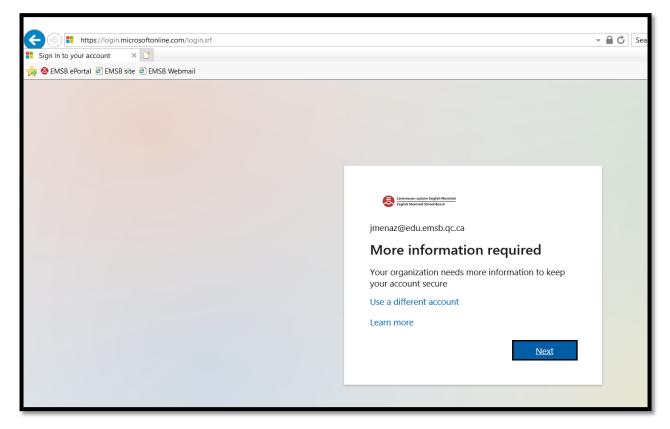
4. When you have clicked the **Sign-In** the following page appears:



5. You must now enter the OLD¹ password and a NEW² password and then re-enter the NEW password to CONFIRM³ it. If there are no errors returned to the page, you will be brought back to the login page and the NEW PASSWORD² is now valid. Click on the Sign-In to continue the setup.



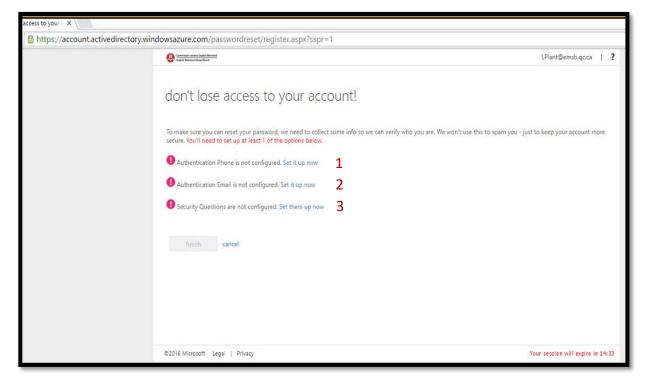
6. The following screen will appear click on **NEXT** to be able to activate the "<u>SET UP SELF-</u> <u>SERVICE PASSWORD RESET</u>"



 After clicking on NEXT you may encounter the following screen, click on <u>RE-ENTER MY</u> <u>PASSWORD.</u> If this screen doesn't appear then proceed to point number 8.

Service of the high Informal segment from the second sec	LPlant@emsb.qc.ca	?
confirm your current password		
In order to keep your security information private, we need you to re-enter your current password on the next page.		
re-enter my password cancel		
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8. The following screen appears in the process, you will need to setup at least one of the three options that are available to continue the setup.

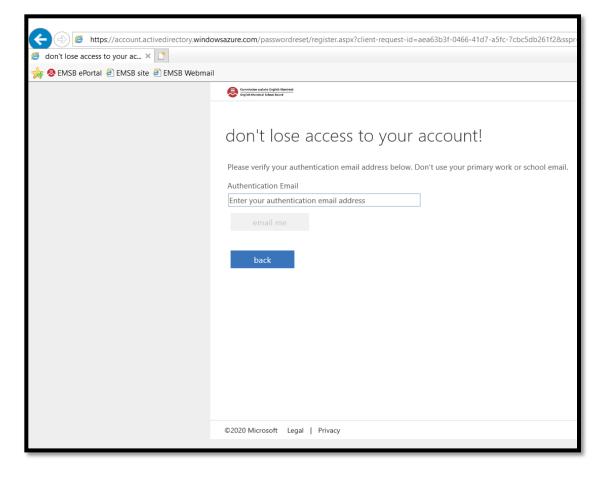


9. Click **Set them up now** beside "Security Questions are not configured". The following page appears:

OPTION #1:

Attps://account.activedirectory.window	rsazure.com/passwordreset/register.aspx?client-request-id=aea63b3f-0466-41d7-a5fc
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🚖 😔 EMSB ePortal 🧃 EMSB site 🗿 EMSB Webmail	
	Commission sectarion fonglab Mannevial Englab Mannevial Schwart Rocine
	don't lose access to your account! Please verify your authentication phone number below. Authentication phone Select your country or region Enter your authentication phone number
	text me call me
	back

OPTION #2:



OPTION #3:

🗧 don't lose access to your ac 🛪 📑	
🖕 😔 EMSB ePortal 🕖 EMSB site 🖉 EMSB W	/ebmail
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	don't lose access to your account!
	Please select questions to answer below. Your admin requires you to set up 3 questions, and answers must be at least 3 characters long. Security question 1
	Security question 2
	θ
	Security question 3
	save answers (
	back
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- 10. Select the option of your choice and fill in all the data fields required with answers.
- 11. In this example OPTION #3 was selected. Once all answers were provided the **CLICK ON SAVE ANSWERS** was executed. Once questions and answers are accepted the following page appears:

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don't lose access to your account!	
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.	
Authentication Phone is not configured. Set it up now	
O Authentication Email is not configured. Set it up now	
4 Security Questions are configured. Change	
finish cancel	
@2016 Microsoft Legal Privacy	Your session will expire in 14:43

12. Click **FINISH** button. The user will be re-directed to the preferred link used in step 1.