




**SD41 Logins & Passwords:** A reminder that staff & students all have THREE different logins they need to manage to access all the school resources.

Service	Network/WiFi/O365	MyEducation	PaperCut (to use the shared printers/copiers)
<b>PW Expires?</b>	<ul style="list-style-type: none"> <li>• Every 90 days</li> </ul>	<ul style="list-style-type: none"> <li>• Every 90 days</li> </ul>	<ul style="list-style-type: none"> <li>• Never</li> </ul>
<b>Register your account</b>	<ul style="list-style-type: none"> <li>• From ANY device with Internet</li> <li>• Go to <a href="https://ssp.burnabyschools.ca/">https://ssp.burnabyschools.ca/</a> when your log is working.</li> <li>• Complete the “About Me” option.</li> <li>• You will need to select THREE security questions and provide the answer for each.</li> </ul> <div data-bbox="446 537 1080 656" data-label="Image"> </div> <div data-bbox="475 721 1016 1127" data-label="Form"> <p><b>About Me</b> Please select and answer your security questions.</p> <p>Question 1: What is your oldest cousin's first and last name? <input type="text"/></p> <p>Answer 1: <input type="text"/></p> <p>Question 2: What is your maternal grandmother's maiden name? <input type="text"/></p> <p>Answer 2: <input type="text"/></p> <p>Question 3: In what city does your nearest sibling live? <input type="text"/></p> <p>Answer 3: <input type="text"/></p> <p><input type="button" value="Register"/></p> </div>	<ul style="list-style-type: none"> <li>• From ANY device with Internet</li> <li>• Log in to MyEducation</li> <li>• Click the arrow beside your name in the top-right.</li> <li>• Select “Set Preferences”</li> </ul> <div data-bbox="1225 532 1550 716" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• Select the “Security” tab</li> </ul> <p>Enter YOUR SCHOOL EMAIL in the PRIMARY EMAIL field and answer the security questions. Click OK.</p> <div data-bbox="1185 829 1723 1247" data-label="Form"> </div> <p><b>Do not provide an “Alternate email”.</b></p>	<ul style="list-style-type: none"> <li>• From ANY DEVICE using the SD41 network (this cannot be done from home)</li> <li>• Go to <a href="http://00papercut:9191/app">http://00papercut:9191/app</a></li> <li>• Enter your Network login/PW</li> <li>• Select “Change Details” from the left menu.</li> <li>• Enter a 4-digit number to use as your PIN.</li> <li>• Click “Change PIN”.</li> </ul> <div data-bbox="1849 618 2241 805" data-label="Form"> </div> <ul style="list-style-type: none"> <li>• Click the arrow next to your username in the top-right and select “Logout”.</li> </ul>

<p><b>To change your PW before it expires</b></p>	<ul style="list-style-type: none"><li>• From ANY device with Internet</li><li>• Go to <a href="https://ssp.burnabyschools.ca/">https://ssp.burnabyschools.ca/</a></li><li>• Click the “Change Password” option and follow the on-screen instructions.</li></ul>  A dark blue rectangular button with a white padlock icon on the left. To the right of the icon, the text "Change Password" is written in white, with "To update your password" in a smaller font below it. <p>Change Password To update your password</p>	<ul style="list-style-type: none"><li>• MyEducation will prompt you to create a new PW when you old one has expired.</li><li>• Follow the on-screen instructions.</li></ul>	<ul style="list-style-type: none"><li>• n/a</li></ul>
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<p><b>If your PW isn't working</b></p>	<p><b>NOTE: This will only work if you have registered your account as above.</b></p> <ul style="list-style-type: none"> <li>From ANY device with Internet</li> <li>Go to <a href="https://ssp.burnabyschools.ca/">https://ssp.burnabyschools.ca/</a></li> <li>Click the "Reset Password" option and follow the on-screen instructions.</li> </ul>  <p>Students, if you are unable to use this method because you have not completed the "About Me" account registration, go see your CLASSROOM TEACHER to reset your password.</p> <ul style="list-style-type: none"> <li>Teachers: after clicking on the Reset Password option... <ul style="list-style-type: none"> <li>Enter YOUR username</li> <li>Click "Reset Student Password"</li> <li>Enter YOUR password</li> <li>Enter the student's ID number</li> <li>Enter their new password (twice)</li> </ul> </li> </ul> <p>Teachers, if you are unable to use this method to reset <u>your own password</u>, you may be able to reset your account from the CTRL+ALT+DEL menu. If that fails, you must contact HelpDesk to have your account reset.</p>	<ul style="list-style-type: none"> <li>NOTE: This will only work if you have registered your account as above.</li> <li>If you have tried to login twice and keep getting an error, click the "I forgot my password" link and follow the on-screen instructions.</li> <li><b>Do NOT try to login a third time or your account will be locked.</b></li> </ul>	<ul style="list-style-type: none"> <li>If you forget your PIN or it stops working, REDO the registration instructions above.</li> </ul>
<p><b>If your login is LOCKED (you get an error that says that)</b></p>	<ul style="list-style-type: none"> <li>From ANY device with Internet</li> <li>Go to <a href="https://ssp.burnabyschools.ca/">https://ssp.burnabyschools.ca/</a></li> <li>Click the "User ID Unlock" option and follow the on-screen instructions.</li> </ul> 	<ul style="list-style-type: none"> <li>If you have locked your account, you must see Ms Mihaila in the office (2002) to get it reset.</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>

