#### **Getting Started**

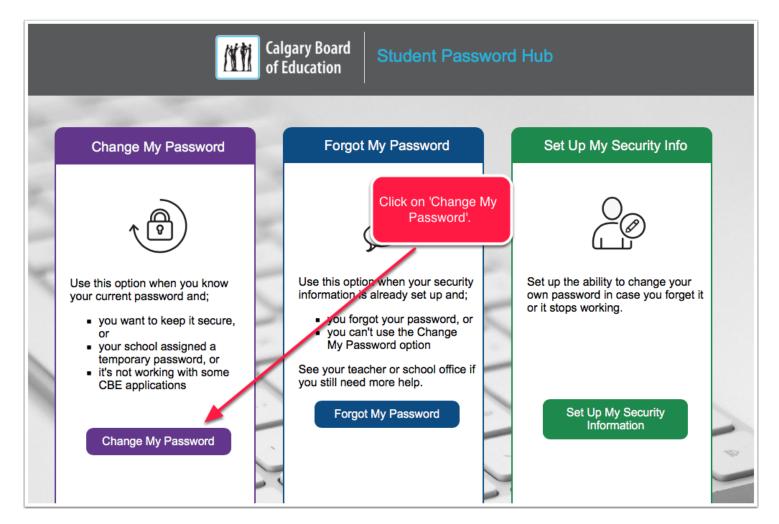
**IMPORTANT:** If you forgot your username or password (or you are unable to login) and you have <u>not</u> created a Security Profile, then *you must ask your teacher to reset your password*.

Follow these instructions only if:

- · your teacher gives you a Temporary Password and asks you to choose a new password, or
- you already know your password and want to change it, or
- you forgot your password and already have a Security Profile.

#### Step 1 – Student Password Hub

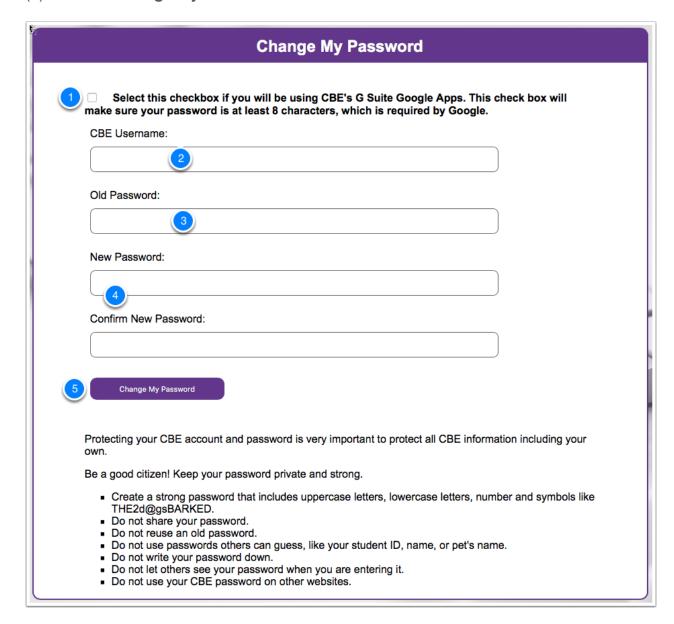
First, go to the **Student Password Hub**. and click on **'Change My Password'**.



#### **Step 2 – Changing Your Password**

Next, follow the steps below.

- (1) Check the box in the top left so that you can use Google Apps.
- (2) In the box labeled **'CBE Username'**, type in your **Student Number**. (If you forgot your student number, you can find it on the first page of your report card.)
- (3) Enter the Temporary Password your teacher gave you in the box labeled 'Old Password'.
- (4) Create a 'New Password' and enter it again in 'Confirm New Password'. *Please note the password requirements!*
- (5) Click on 'Change My Password'.

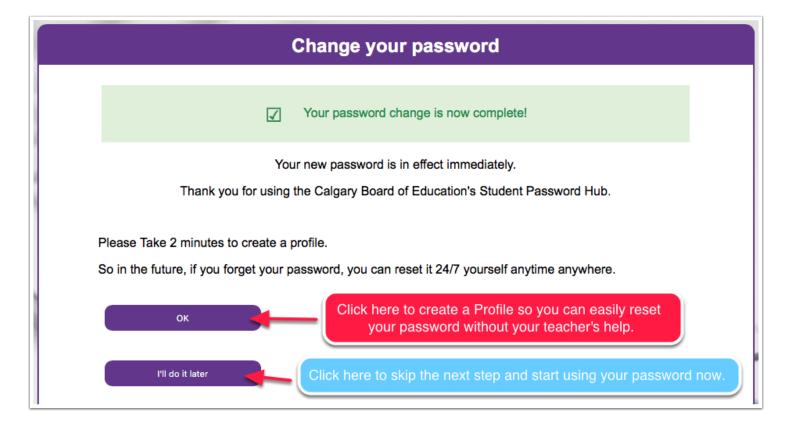


#### **Step 3 – Completing Your Password Change**

Once you've clicked on 'Change My Password', you should see a message in a green box telling you that your password is changed.

If you want to create a **Profile** so that you can easily change your password without your teacher's help, click on 'OK'.

If you want to skip this step, click on 'I'll do it later'.



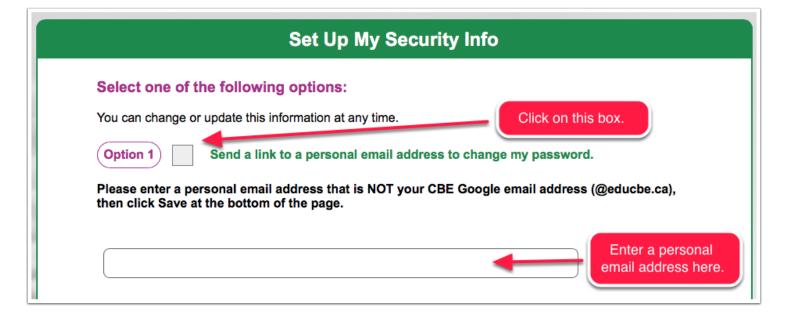
#### Step 4 – Setting up a Profile

Only follow these steps if you clicked on 'OK' and want to set up a Profile.

When setting up a Profile, you have two options:

**Option 1:** you can use a <u>personal</u> email address to recover your CBE password. To select this option, check the box and enter a personal email address. Then skip to **Step 6**.

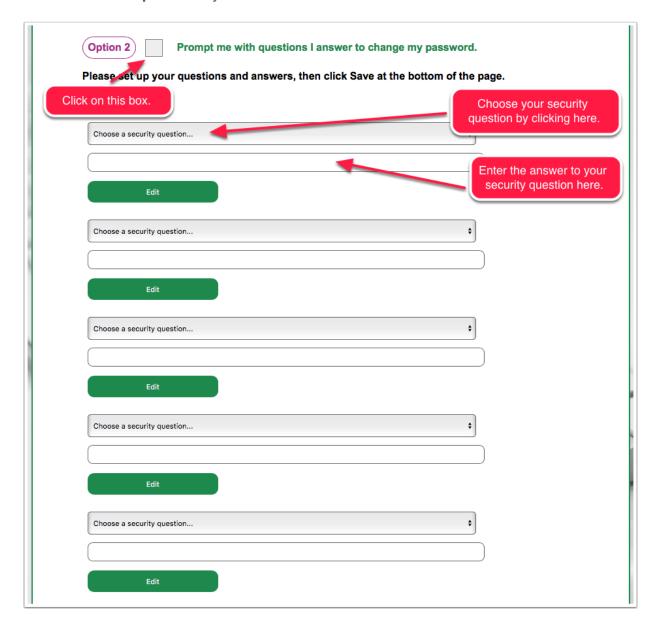
Option 2: see Step 5 below.



# Resetting Your Password

## Step 5 – Option 2

**Option 2** lets you set up security questions that only you will know the answer to. To get started, check the box to select this option. Then choose your security questions and type an answer into each box below. Go to **Step 6** when you're done.



# Resetting Your Password

## Step 6

The final step is to decide if you want to get an additional message sent to a personal email address when you reset your password. Just leave the box empty if you don't.

When you're done, just click Save and then Exit.

