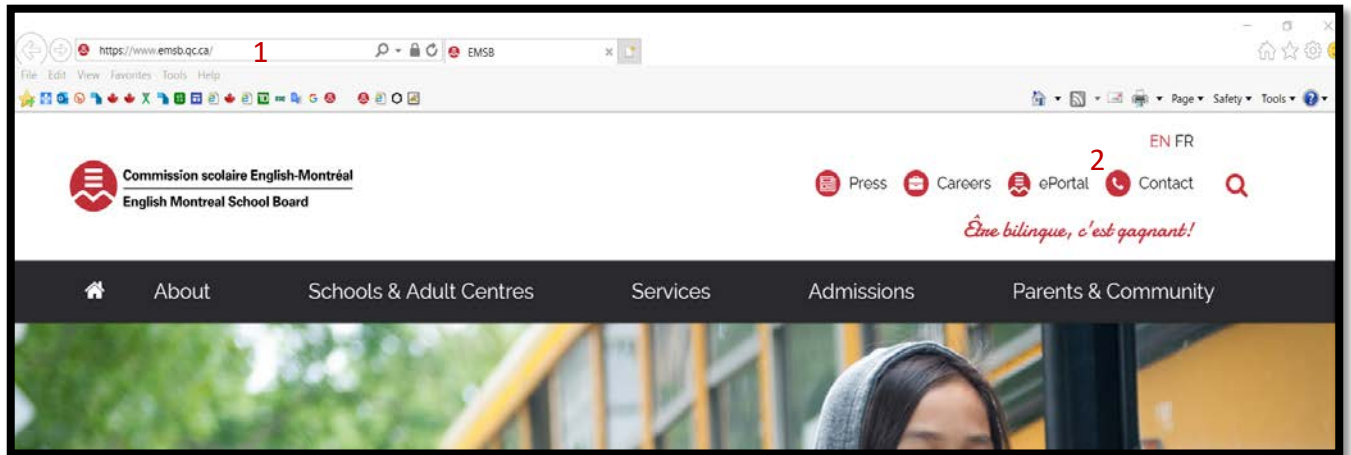


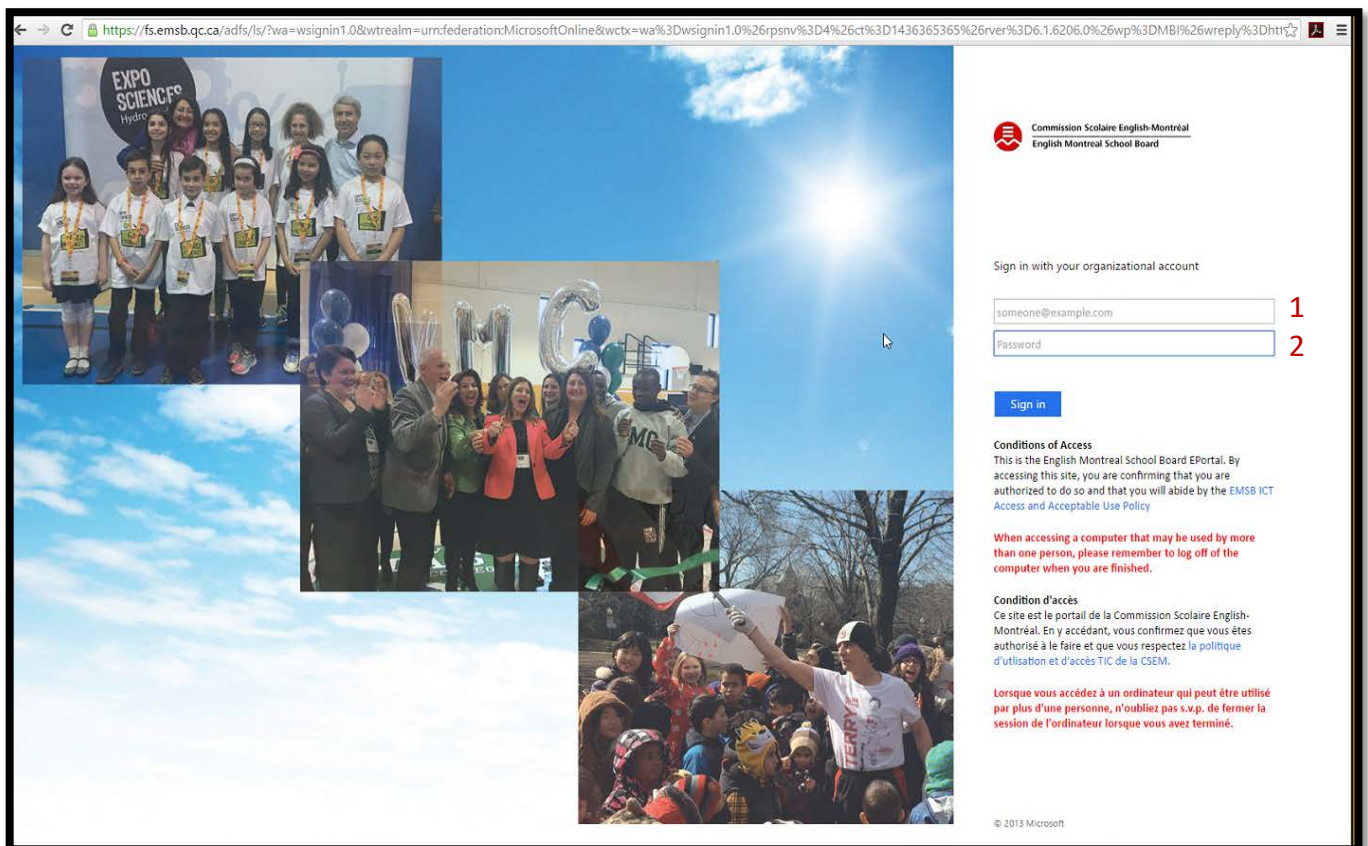
STEPS TO ACTIVATE STUDENT EMSB ACCOUNTS

“SET UP SELF-SERVICE PASSWORD RESET”

1. Open an Internet Browser and go to www.emsb.qc.ca¹ and go to the top right-hand corner and click on ePortal².

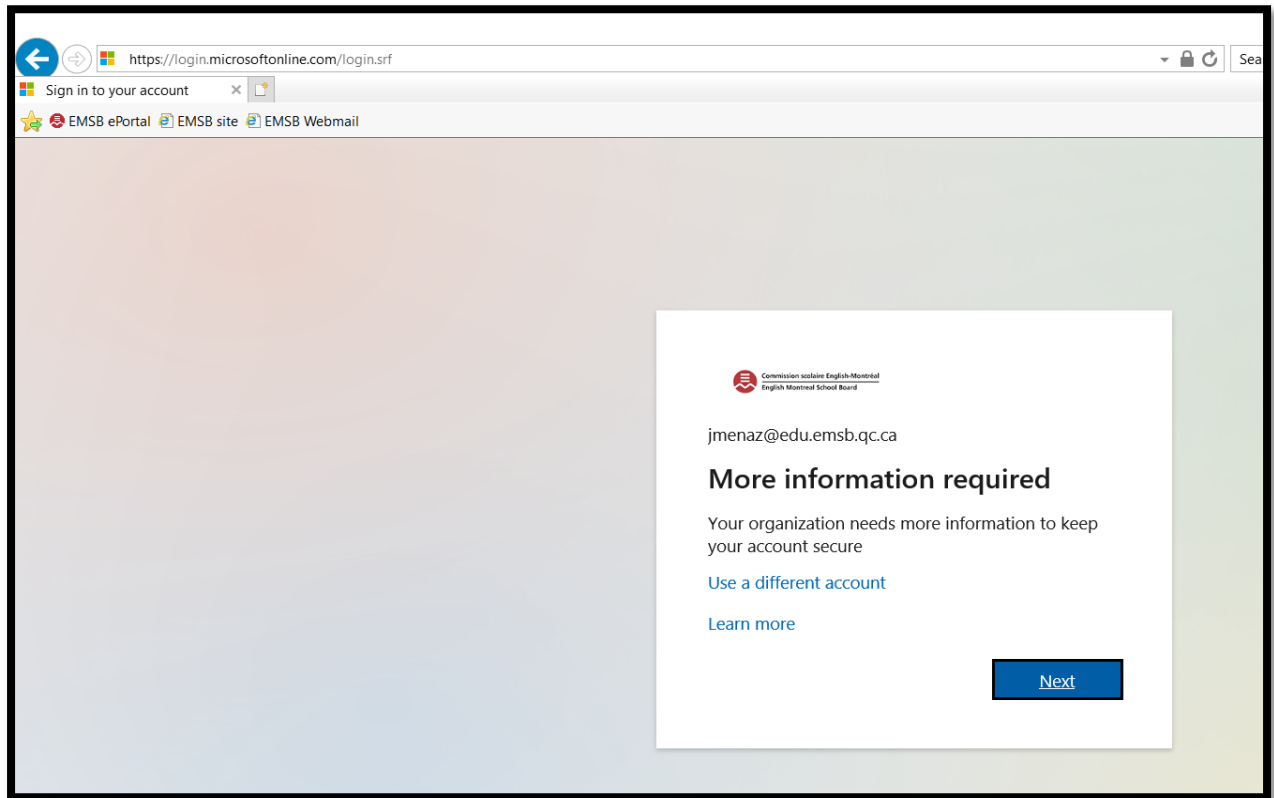


2. You will now be re-directed to the following page:

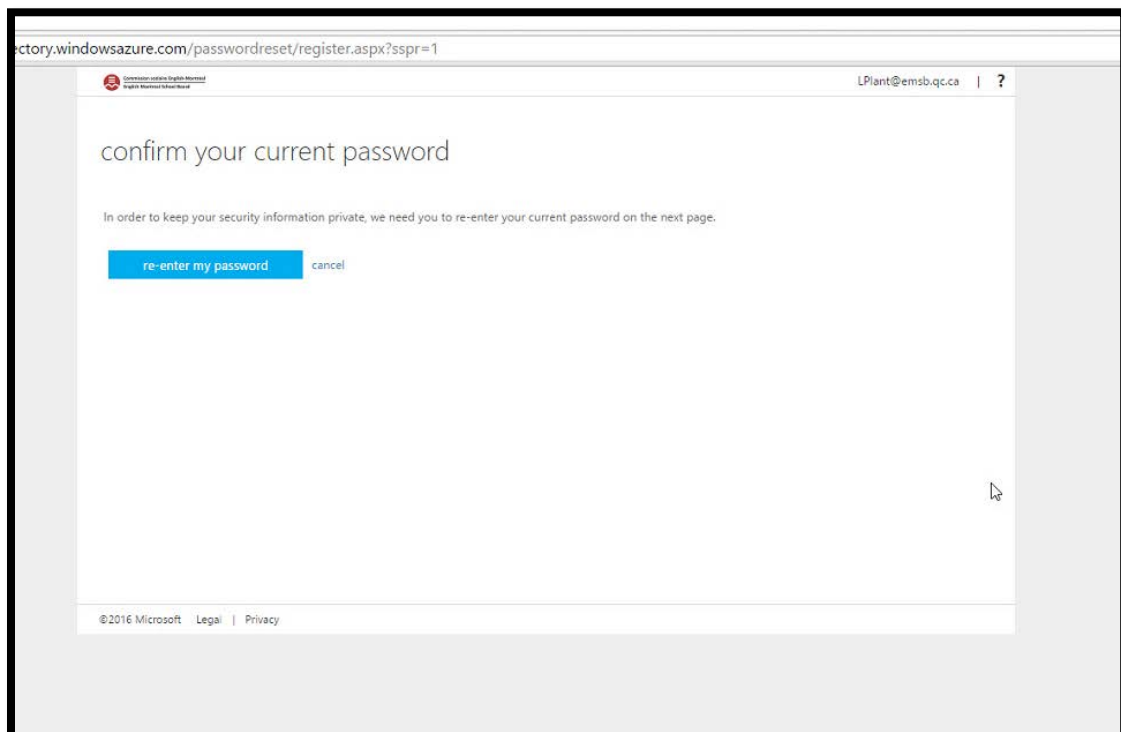


3. Enter the user credentials.
 - EMSB student EMAIL ADDRESS¹
 - Initial PASSWORD² assigned by EMSB
 - Click on **Sign-In**

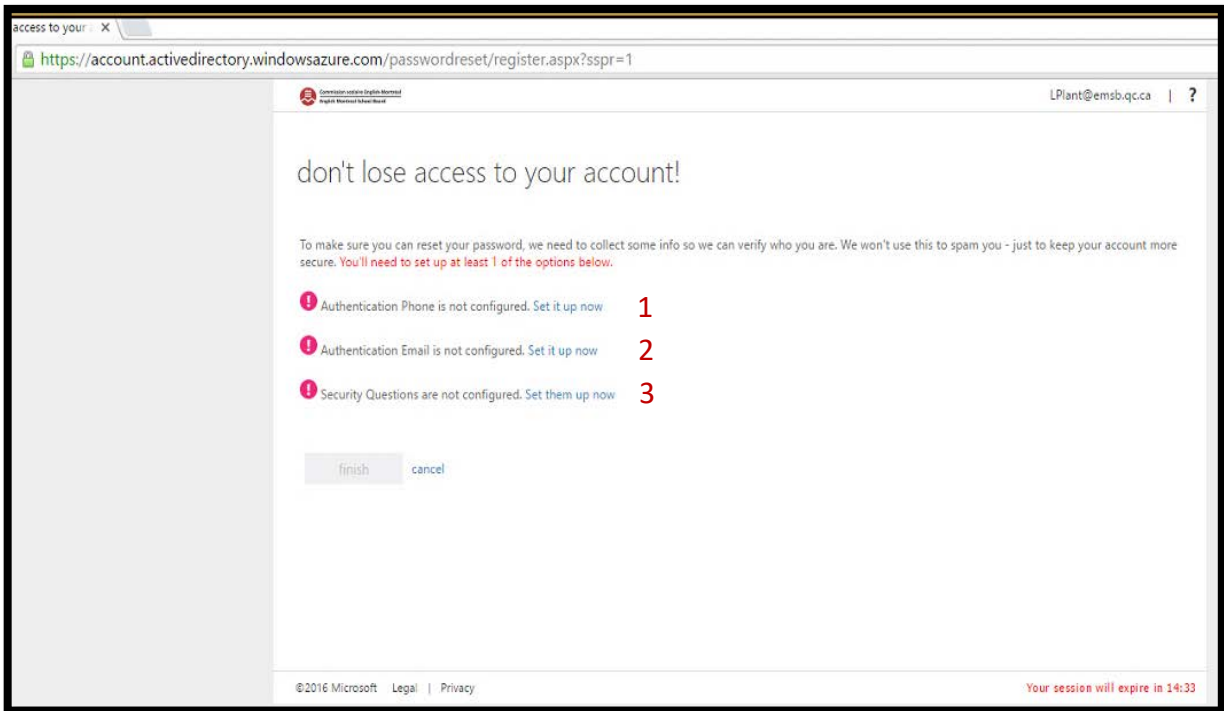
6. The following screen will appear click on **NEXT** to be able to activate the “**SET UP SELF-SERVICE PASSWORD RESET**”



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

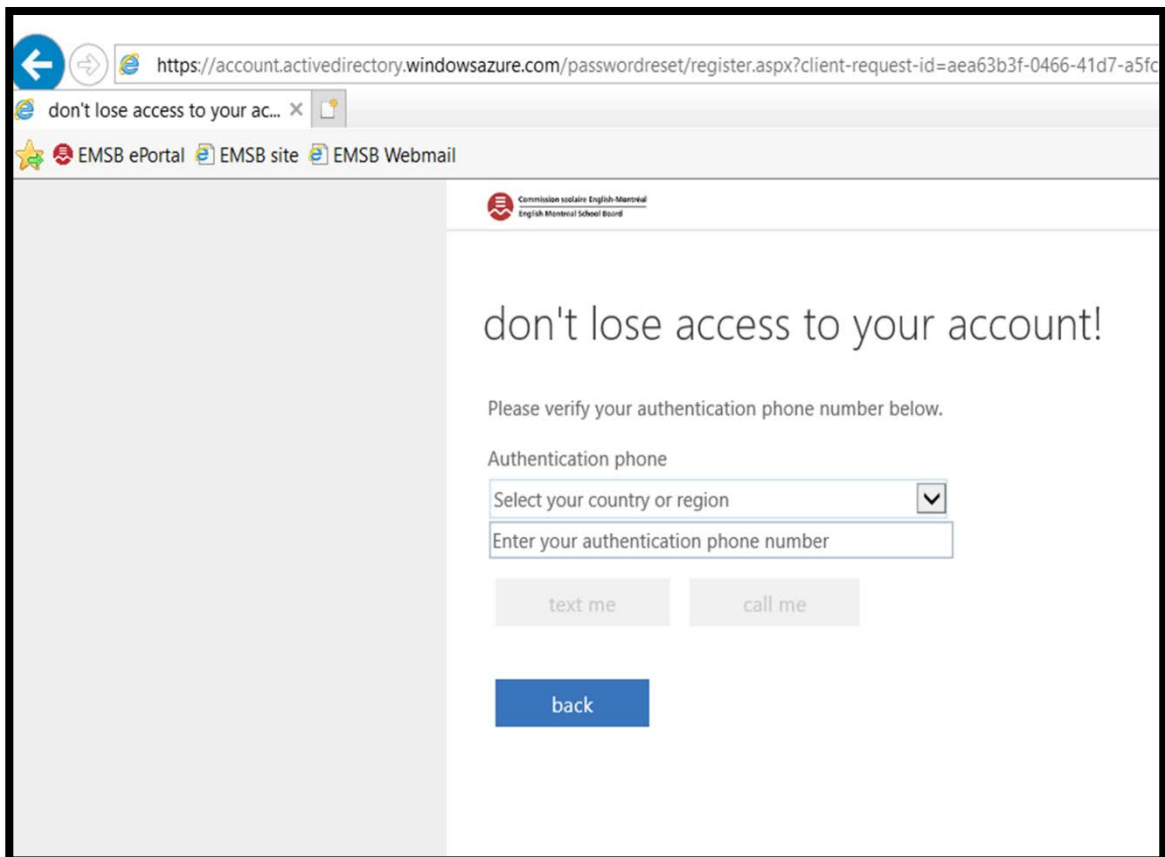


8. The following screen appears in the process, you will need to setup at least one of the three options that are available to continue the setup.



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

OPTION #1:



OPTION #2:

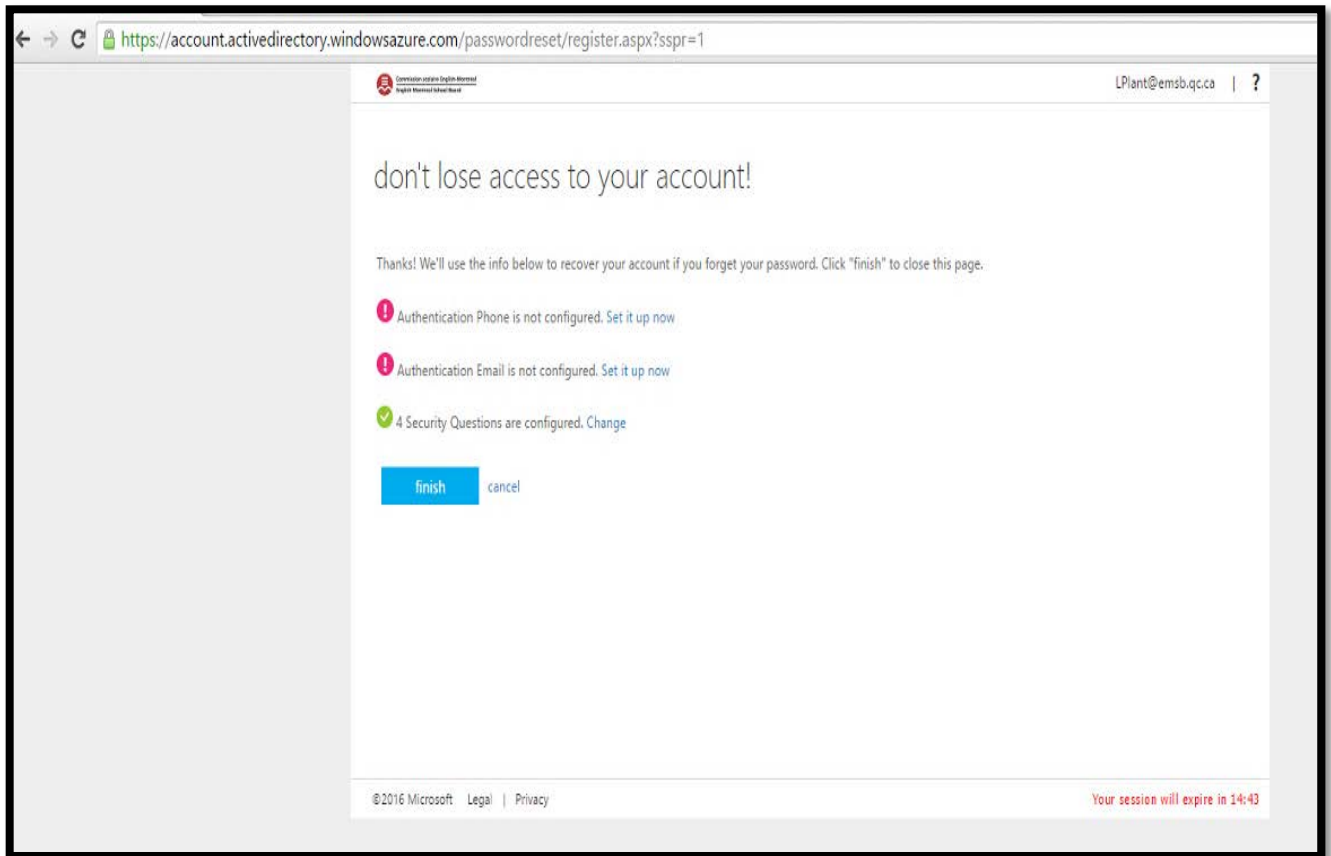
The screenshot shows a web browser window with the URL <https://account.activedirectory.windowsazure.com/passwordreset/register.aspx?client-request-id=aea63b3f-0466-41d7-a5fc-7cbc5db261f2&sspr>. The page title is "don't lose access to your account!". Below the title, there is a message: "Please verify your authentication email address below. Don't use your primary work or school email." The form includes a label "Authentication Email" and a text input field with the placeholder "Enter your authentication email address". Below the input field are two buttons: "email me" and "back". The footer contains the text "©2020 Microsoft Legal | Privacy".

OPTION #3:

The screenshot shows a web browser window with the URL <https://account.activedirectory.windowsazure.com/passwordreset/register.aspx?client-request-id=aea63b3f-0466-41d7-a5fc-7cbc5db261f2&sspr=1>. The page title is "don't lose access to your account!". Below the title, there is a message: "Please select questions to answer below. Your admin requires you to set up 3 questions, and answers must be at least 3 characters long." The form includes three sections, each with a dropdown menu for a security question and a text input field for the answer. The first section is labeled "Security question 1", the second "Security question 2", and the third "Security question 3". Each answer field has a red exclamation mark icon to its right. Below the answer fields are two buttons: "save answers" and "back". The footer contains the text "©2020 Microsoft Legal | Privacy".

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:



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