



**Commission scolaire English-Montréal**

**English Montreal School Board**

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How-to guide:  
Activate your  
English Montreal School Board  
(EMSB)  
Network Account

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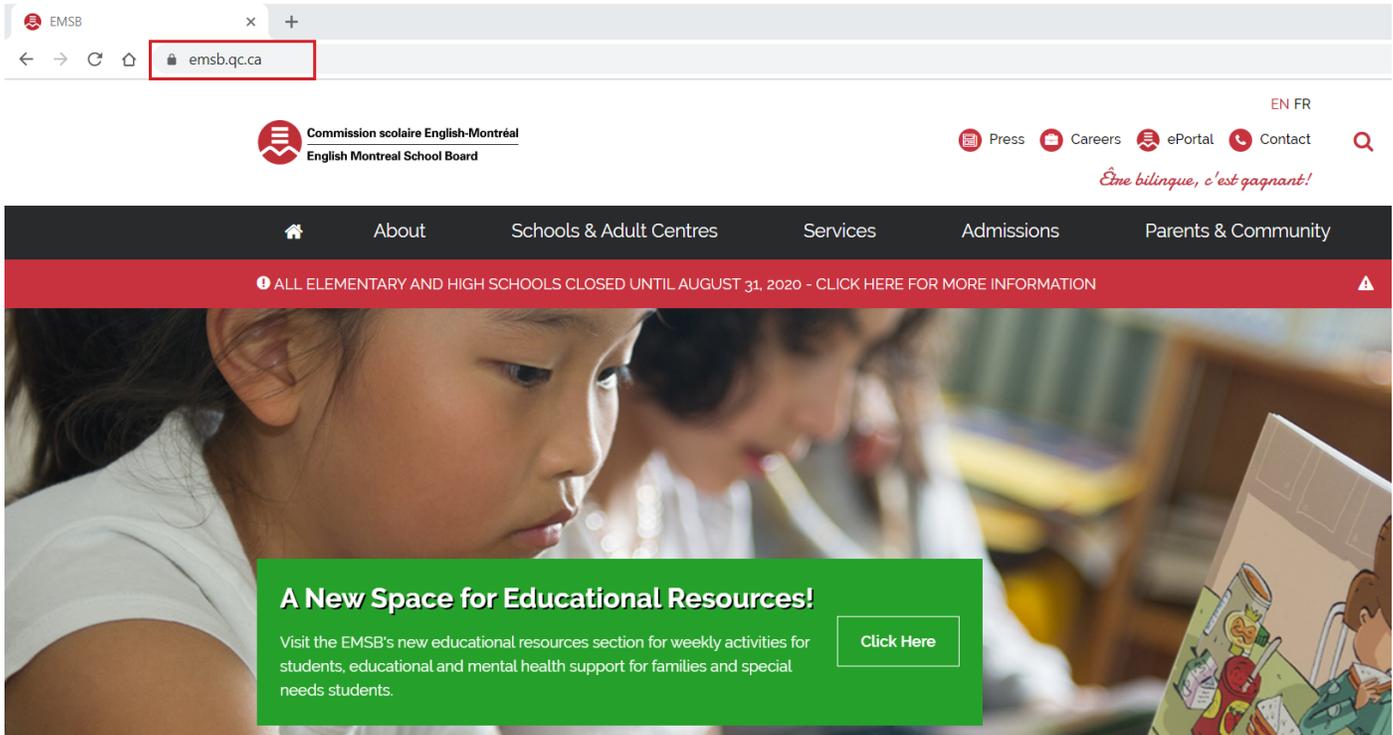
Adult Education &  
Vocational Services

# Steps to follow for Activation of your (EMSB) Network Account using the EMSB ePortal

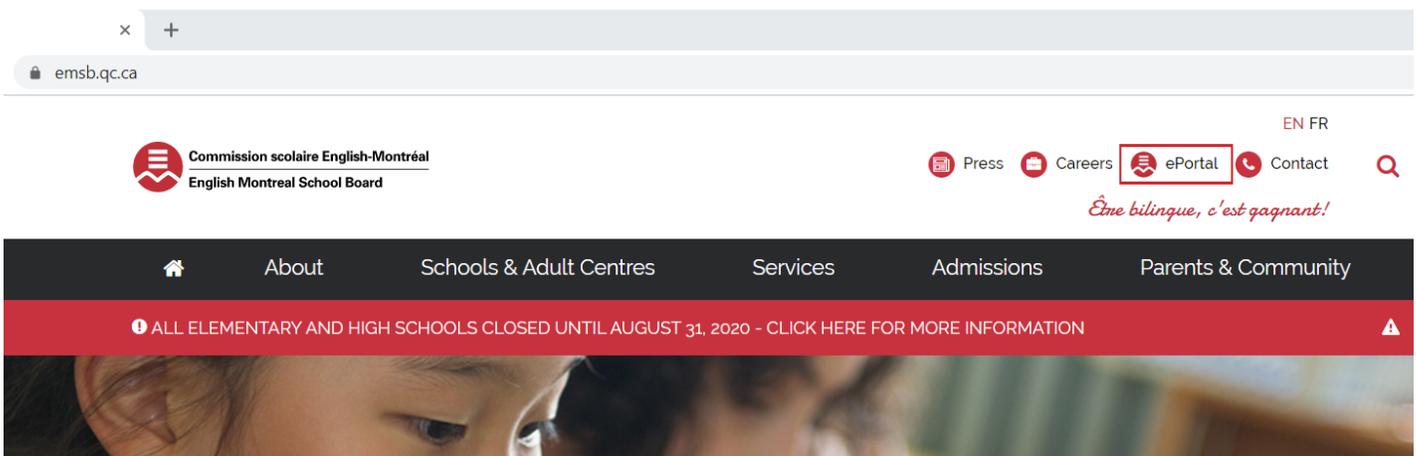
You have received your EMSB student email address as well as a temporary password. EMSB student emails all have the following termination

\*\*\*\*\*@edu.emsb.qc.ca

**Step 1:** In the URL field type **emsb.qc.ca**



**Step 2:** click on the word **ePortal** found at the top right hand corner



**Step 3:** type in your EMSB student **email address** and the temporary **password** that has been assigned to you and the click on the blue **Sign in** button



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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.**

**You MIGHT be asked to update (change) your PASSWORD**

***After activation the EMSB will require you to change your password every 90 days, so do not be surprised***

Update Password

You must update your password because your password has expired.

Submit Cancel

**Step 4:** If you were not asked to change your password on the previous step please do so by clicking on **Change My Password** and follow on screen instructions



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**Step 4 a:**

- \*Type in your old password
- \*Now create a new password that is at least 8 characters long.
- \*Re-enter your new password to confirm
- \*Click on submit button

change password

User ID \*\*\*\*\*@edu.emsb.qc.ca

Old password

Create new password

Confirm new password

submit

cancel

# 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**.



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***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.

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## Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

\* User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio.

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.

# 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.