# Changing your Password through the Student Portal (For Students)

[Translate this Document](#)

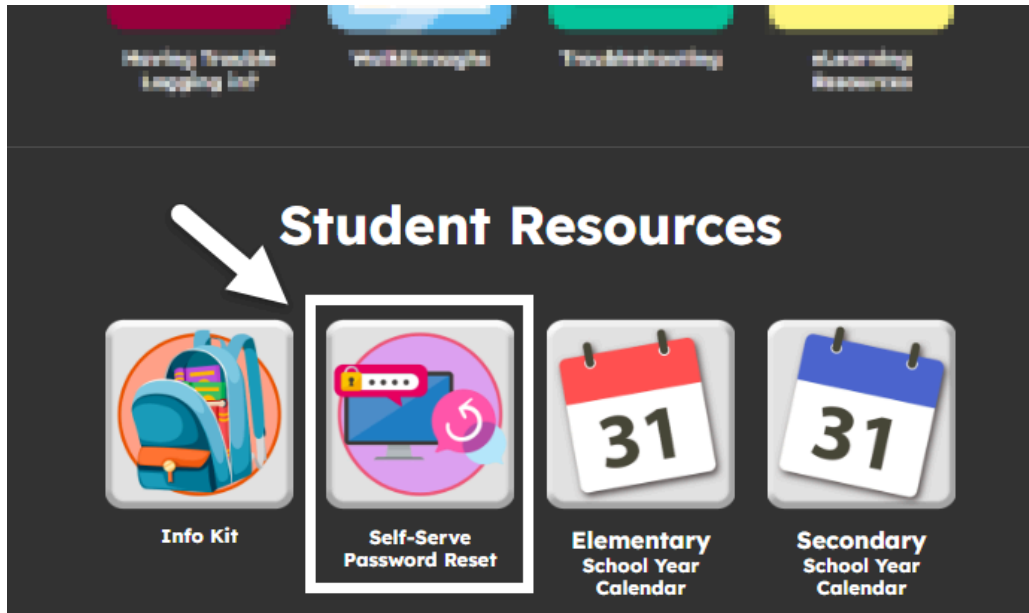All OCDSB students are given a default password with their OCDSB account. They can create their own personal and secure password by following the instructions below. Students should choose a password they will remember! [Creating a Strong Password](#)

1. Go to the [OCDSB website](#).
2. Select **STUDENT PORTAL**
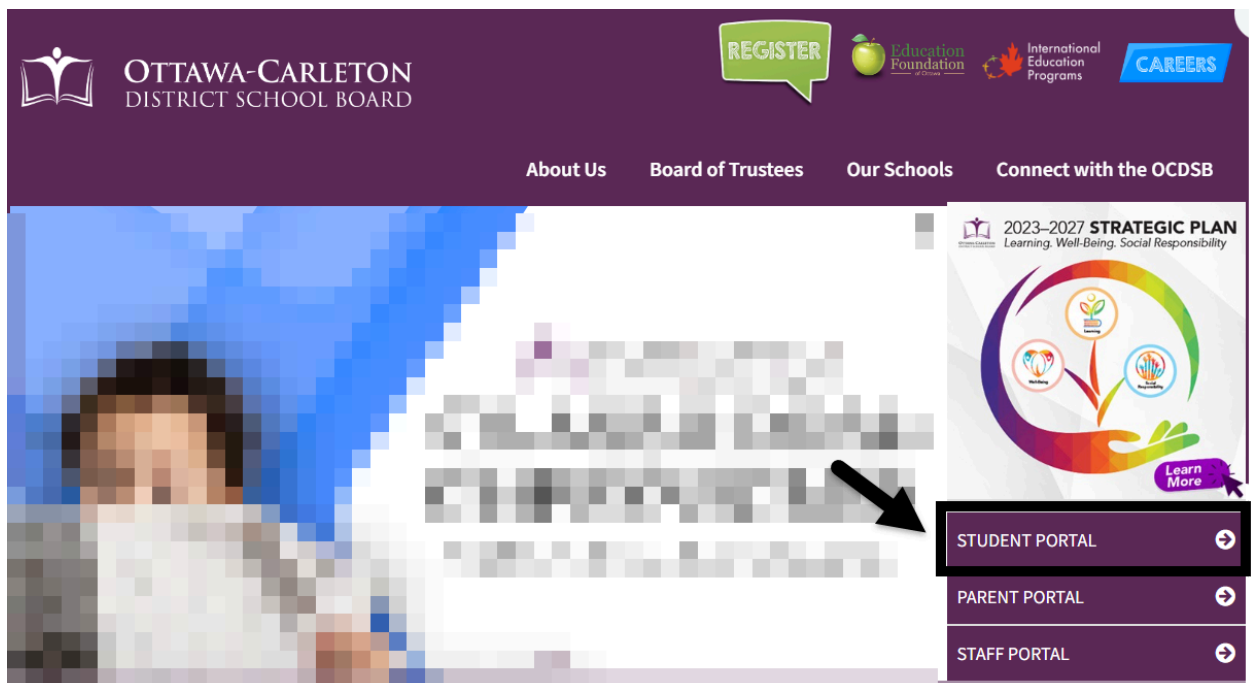
3. Select **Self-Serve Password Reset**.

4. If prompted, enter your OCDSB email address and **current password**. This step is confirming your identity.

5. In the screen that opens up, enter your current password in the **Current Password section** (**#1**).

6. Create a new secure password and enter into the **New password** section (**#2**) and re-enter the password into the **Confirm new password** section (**#3**).

7. Select **Submit** (**#4**).

8. Your password has now been changed. **Remember:** Keep your password in a safe place and never share it.

Tips for Creating a Strong Password

- [ ] **Never share your passwords with anyone.**
- [ ] **Passwords should be at least 12 characters long.** The longer it is the harder it is to crack!
- [ ] **Use numbers and symbols in place of letters in your password.** Avoid choosing numbers that are easily identifiable (e.g., your birthday or phone number) or are in sequence (e.g., 1234).
- [ ] **Try a passphrase!** A passphrase is a string of words easy for you to remember. Pick 3-4 words of random objects around you and string them together, replacing letters with numbers and symbols. For example: if you have a book, laptop and phone on your desk it could be: b!@ptopPh0n3
- [ ] **Avoid words that identify you** (e.g., your name, your city). Instead, use random items.
- [ ] **Create unique passwords for all of your accounts.**
- [ ] **Try creating a password based on the first letters of a phrase you'll remember.** For example: I really love collecting new Squishmallows and I have 14! could turn into: IrlcnSaih14!

Additional Resources:

- [Passwords to avoid](#)
- [How to evaluate your password](#)
- [How you can make an OK password even better](#)