

Password Management at NSCC

Important Information:

Password Management applies **only** to the following: E-mail, My NSCC Self Service, a Network Account (Active Directory or AD), and SharePoint.

Please **continue** to use the username and password in the e-mail entitled “NSCC Online Course Information”, sent to you by Online.Learning@nsc.ca, for your TLM 4.0 / TLM 3.2 and WebBoard courses.

You will need to enroll in the system and change your password to activate your email account:

NSCC is supplying a new “Password Management tool” to make managing your password even easier. To use this tool to its fullest extent, you must first enroll into the system (Page 3 Diagrams 1 & 2).

Once enrolled, you will be able to change your system generated password to a password of your choice (as long as it meets the requirements on Page 3, Diagram1 “**Password Policy Requirements**”).

You will be able to reset a forgotten password and / or unlock your e-mail account. Enrollment involves supplying the tool with your user name, password and then selecting three questions and supplying the answers. Your answers will be stored in the system for future confirmation, if need. You may want to print this document, to help guide you through *Enrolling, Changing a Password, or Resetting a Password*.

Let's get started with the reset tool...

Click on the following link or enter it in the address bar and add it to your favorites for future reference: <http://www.nsc.ca/pwreset>

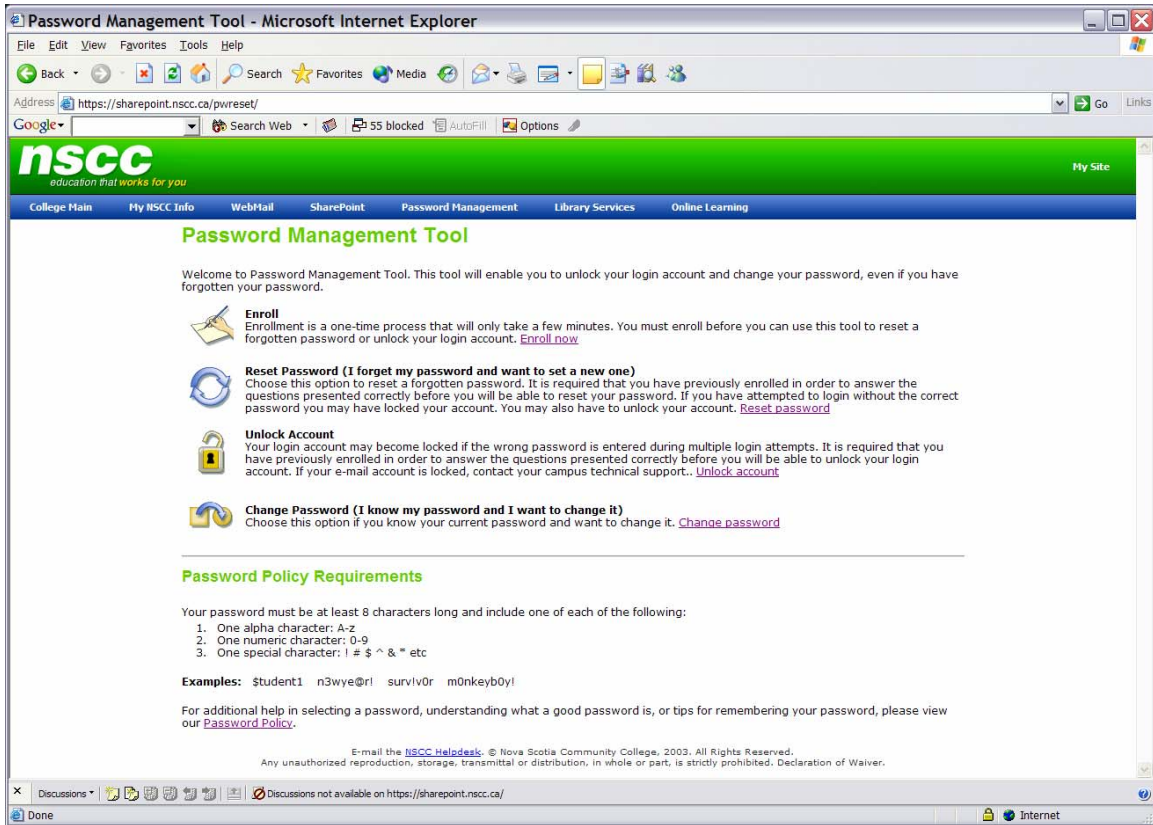


Diagram 1

Enroll Now – Click on “Enroll now” and you will be presented with the following screen:

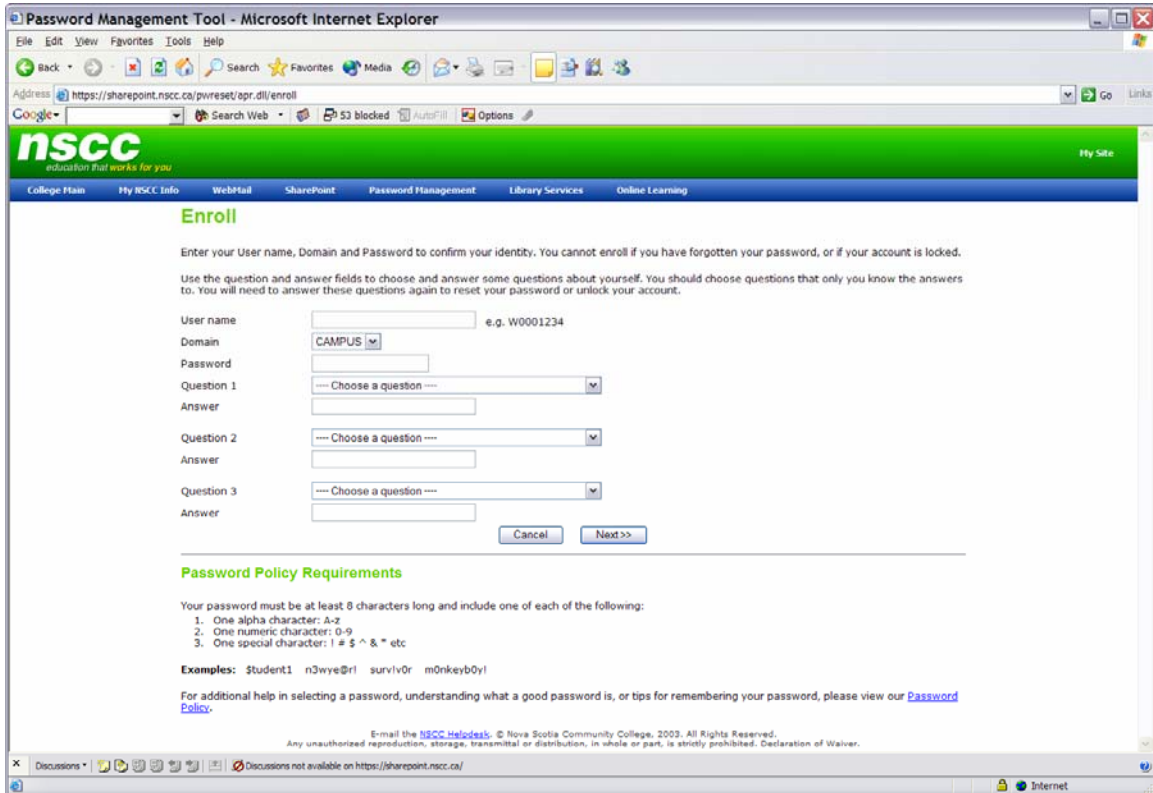


Diagram 1

Here you will supply your User name and Password, choose 3 questions from the pull down boxes, supply the answers to those questions and click on Next, you should see that you have successfully enrolled.

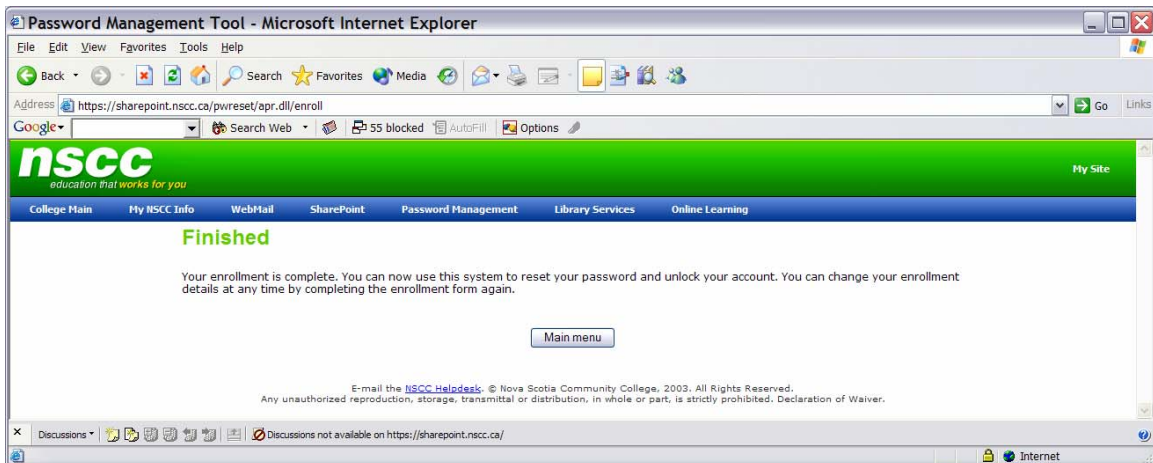


Diagram 2

Click on the “Main menu” button to return to the main menu.

Change Password – The next step is required to synchronize and enable your e-mail account. Please click on the “Change password” option and you will be presented with the following screen:

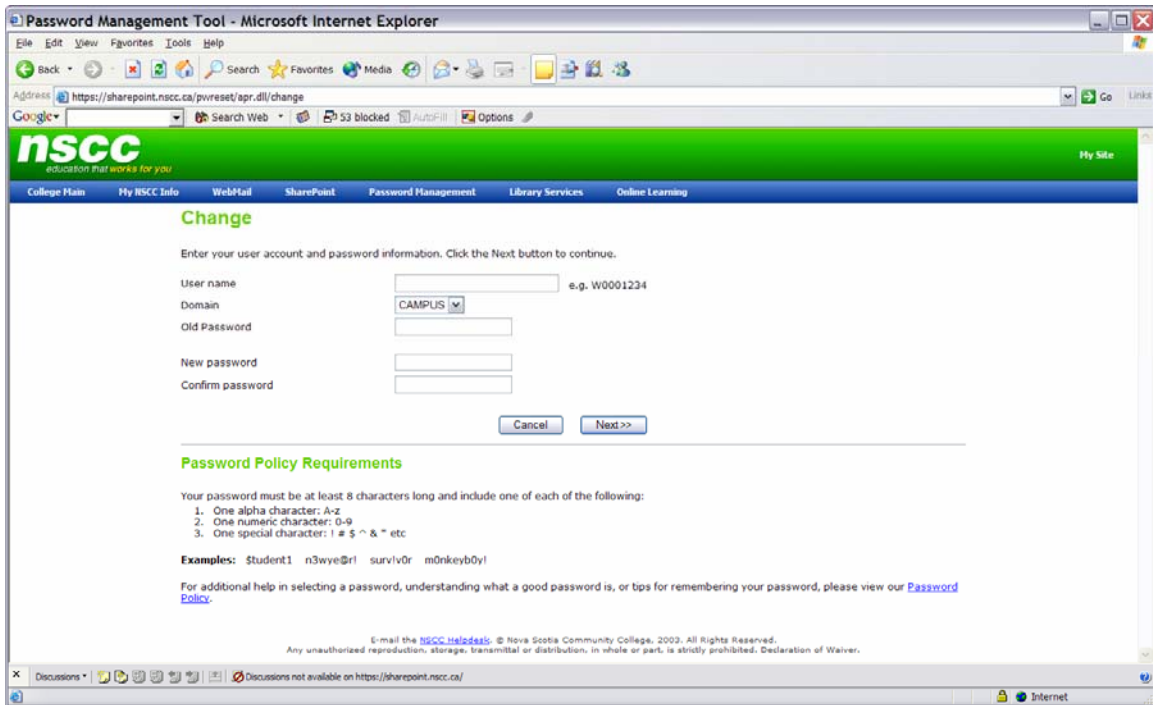


Diagram 1

Here you supply your User name, Old Password (the one e-mailed to you), create a new password (review the Password Policy Requirements) and finally you must confirm your new password. Click on the “Next>>” button and you should see:

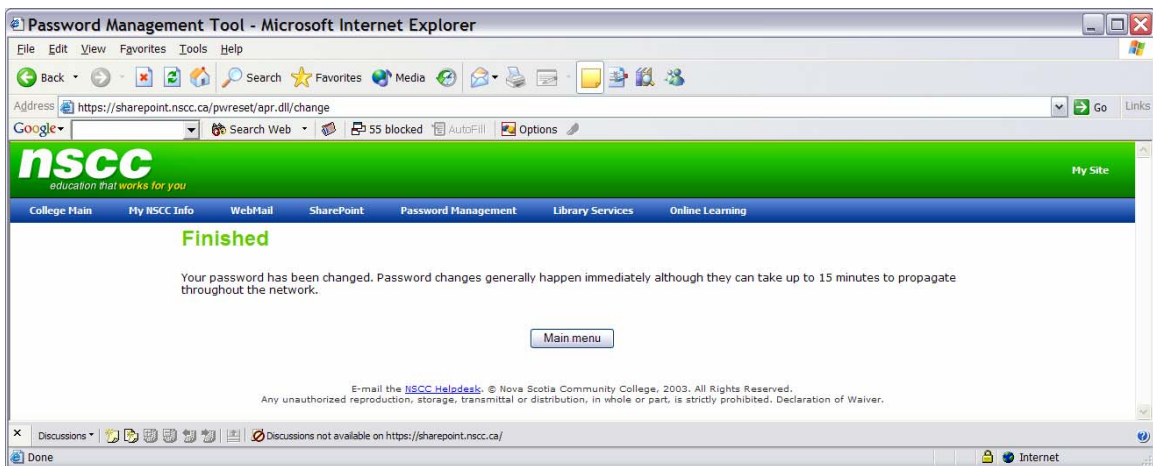


Diagram 2

Click on the “Main menu” button to return to the main menu.

Reset Password - Now that you have enrolled, you can also reset your NSCC password if you happen to forget it, from any Internet connected site with Internet Explorer.

NOTE: To do this step while at a campus, you will have to have someone (faculty, staff or student) allow you to access this site from a computer to which they have logged on.

Click on “Reset password” and you will be presented with the following screen:

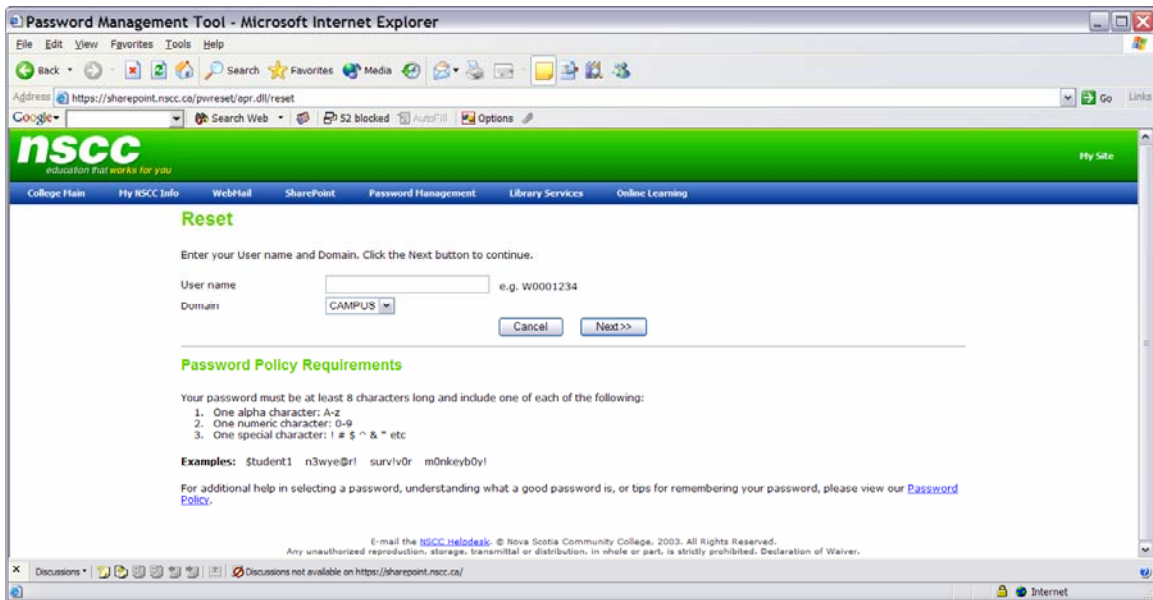


Diagram 1

Type in your User name and click on the “Next>>” button and you will be presented with the questions you chose during the enrollment phase.

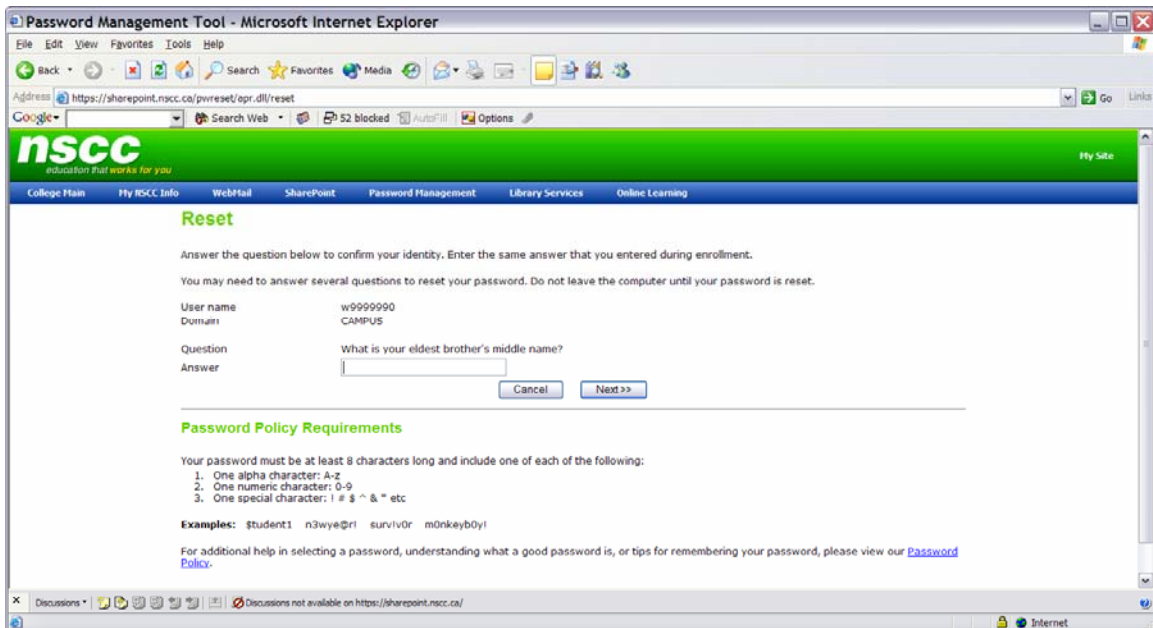


Diagram 2

Answer the questions you chose during your enrollment with the password reset tool and you will be presented with the following password reset screen:

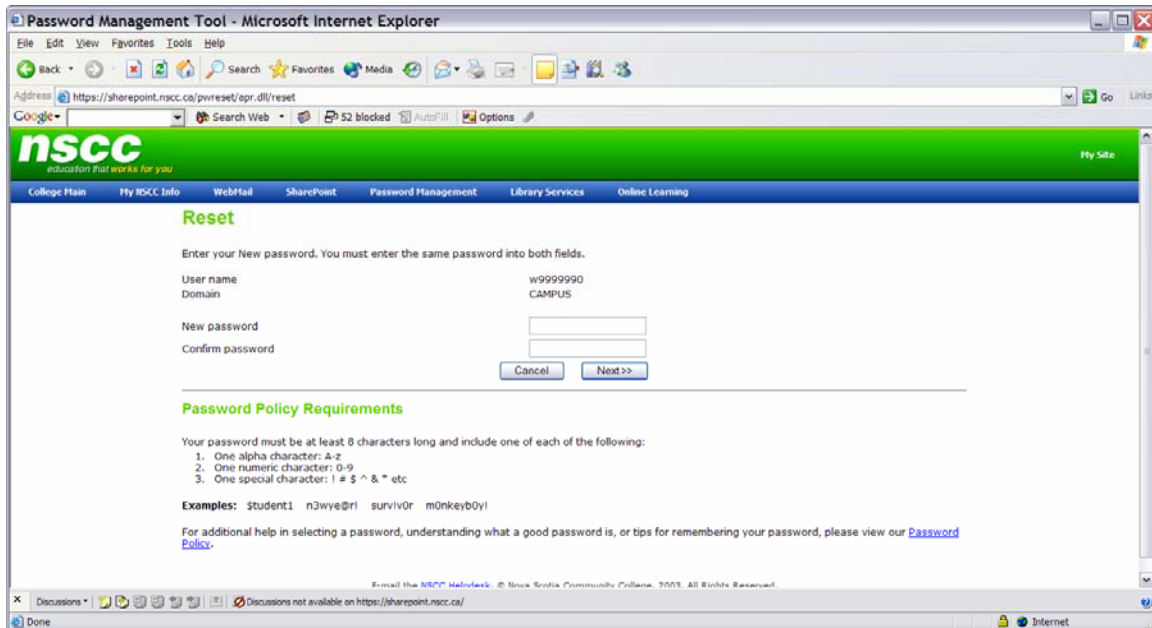


Diagram 1

Enter your new password, confirming password and click on the “Next>>” button and you should see:



Diagram 2

Click on the “Main menu” button to return to the main menu.

If you have any problems, you can contact Online Learning at:
<http://onlinelearning.nsc.ca/about/>