

ENTERPRISE HELP DESK - STUDENT PASSWORD RESET

1. Open LAS - Local Admin System from the School Folder on your TDSB desktop.
2. Find the student's name in the list.
3. Click on "Select >".
4. Click on "Save Selected Items".
5. Click on "Reset To Shared Secret".
6. Click on "Reset To Shared Secret" again.
7. You will see an alert at the bottom saying that the password has been reset.
8. Have the student log into the computer using their student ID number and the shared secret password as illustrated below.
9. Upon log in, the student will be required to create their own password following the TDSB password policy.
10. Record this password for the student.

Your Student Shared Secret Password

The Last 4 Digits of your Student Number

Your Day and Month of Birth

1 2 3 4 5 **3 1 2 3** → **3 1 2 3** **12** **07**

12th of July

