

## Congratulations on your new position and welcome to DDSB!

### Below is your DDSB account information:

Your **USER ID** is a Combination of: First letter of your firstname + first letter of your birth month + your 6-digit employee # + @ddsb.ca

Your **Temporary Password** is a Combination of: Your 6-digit employee # + uppercase first letter of your firstname + lower case first letter of your lastname + @Ddsb

For example: John Doe was born in September and his employee number is 123456

Username: **js123456@ddsb.ca** and Password: **123456Jd@Ddsb**

### Action Required!

You must follow the steps below ASAP

1. Change your password
2. Register for Multi-Factor Authentication and Self-Service Password Reset

### Need help?

Learn how to [Change your DDSB Password](#)



Learn how to [Setup the MS Authenticator App](#)



Watch this training video:



Learn how to [Setup SSPR](#)




Learn how to [Access DDSB Applications](#)



If you have any questions, please call the **DDSB Service Desk** at **905-666-6977**

## How to change your DDSB Password

Method 1)

1. Launch google chrome  and **Navigate** to <https://myaccount.microsoft.com> When prompted input your DDSB username in the format specified above, Then click **Next**.



### Sign in

yourusername@ddsb.ca

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[Can't access your account?](#)

Next

2. At the DDSB campus page input your temporary password. And click **Sign In**



Sign in with your organizational account

yourusername@ddsb.ca

Password

Sign in

If you have any questions, please call the **DDSB Service Desk** at **905-666-6977**

3. Enter your temporary(Old) password and your new password twice, then click **Submit**.



#### Update Password

You must update your password because your password has expired.

Requirements for your new password are listed below.

Note: Do not use your name or part of your User ID in the password or you will get an error.

- Minimum 12 characters
- The password must contain three of the following four categories:
- Upper case letter (A-Z)
- Lower case letter (a-z)
- Number (0-9)
- Special character (examples @!~ etc.)

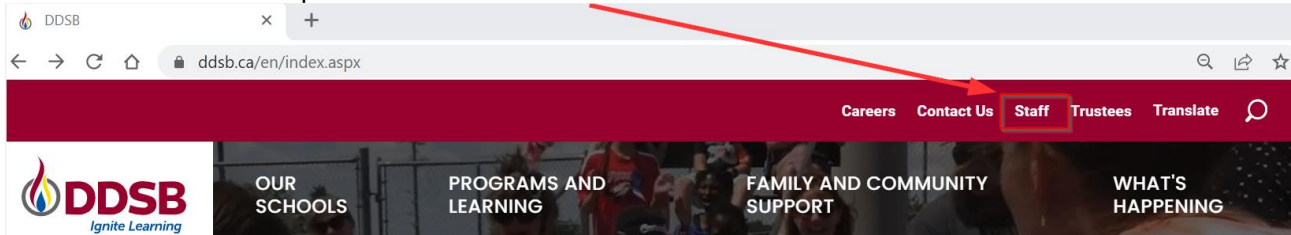
Once you have changed your password DDSB requires that you add additional security to your user account. You must Register for [Multi-Factor Authentication \(MFA\)](#).

DDSB is also making it easier than ever for you to recover your password if you ever forget it. You can now reset, unlock, or change your password without having to contact us! To do so you must also Register for [Self-Service Password Reset \(SSPR\)](#).

If you have any questions, please call the **DDSB Service Desk** at **905-666-6977**

Method 2)

1. Launch google chrome  and **Navigate** to [www.ddsb.ca](http://www.ddsb.ca). Click on **Staff** in the red banner to open the Staff Portal

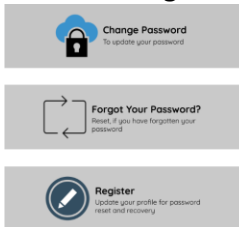


1. Click on the **Reset Password** Tile



**Reset  
Password**

2. Click on **Change Password**



Requirements for your new password are listed below.

Note: Do not use your name or part of your User ID in the password or you will get an error.

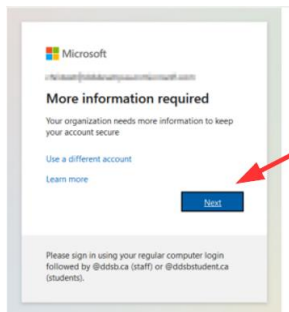
- Minimum 12 characters
- The password must contain three of the following four categories:
- Upper case letter (A-Z)
- Lower case letter (a-z)
- Number (0-9)
- Special character (examples @!~ etc.)

Once you have changed your password DDSB requires that you add additional security to your user account. You must Register for [Multi-Factor Authentication \(MFA\)](#). DDSB is also making it easier than ever for you to recover your password if you ever forget it. You can now reset, unlock, or change your password without having to contact us! To do so you must also Register for [Self-Service Password Reset \(SSPR\)](#).

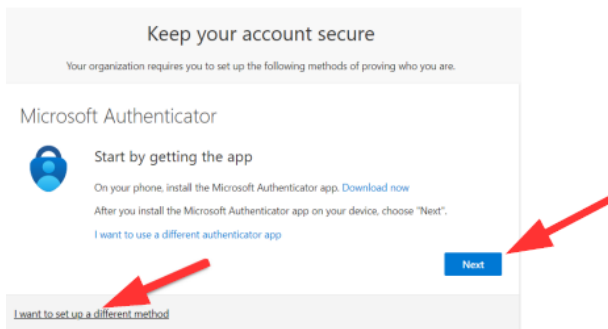
If you have any questions, please call the **DDSB Service Desk** at **905-666-6977**

## How to Setup the Microsoft Authenticator App

1. Navigate to <https://myaccount.microsoft.com> on your computer.
2. You will be prompted to login with your DDSB login Credentials. After signing in the following screen will appear requesting more information. Click **NEXT**

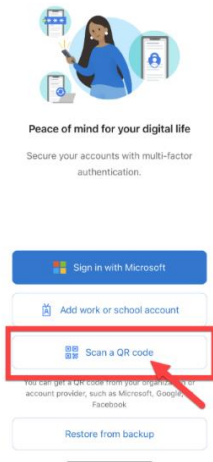


3. Download the Microsoft Authenticator app on your mobile device. Once the app is successfully installed proceed by clicking **Next**. Alternatively, if you are not able to download the app, select **I want to set up a deferent method** and follow the prompts to use a phone number.



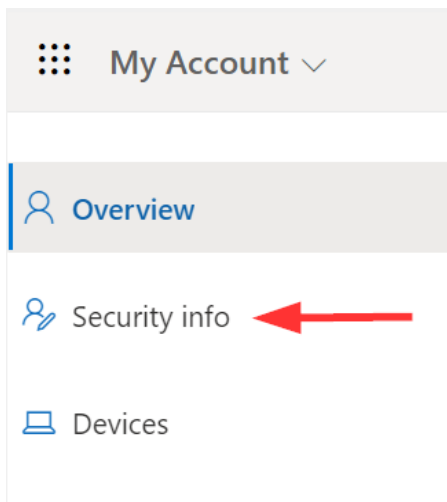
If you have any questions, please call the **DDSB Service Desk** at **905-666-6977**

4. On your mobile device, open the Microsoft Authenticator app and select **Scan a QR Code** to continue and follow the onscreen instructions. **Do Not** select "Work or School account"

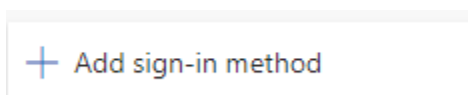


## How to setup Self-Service Password Reset

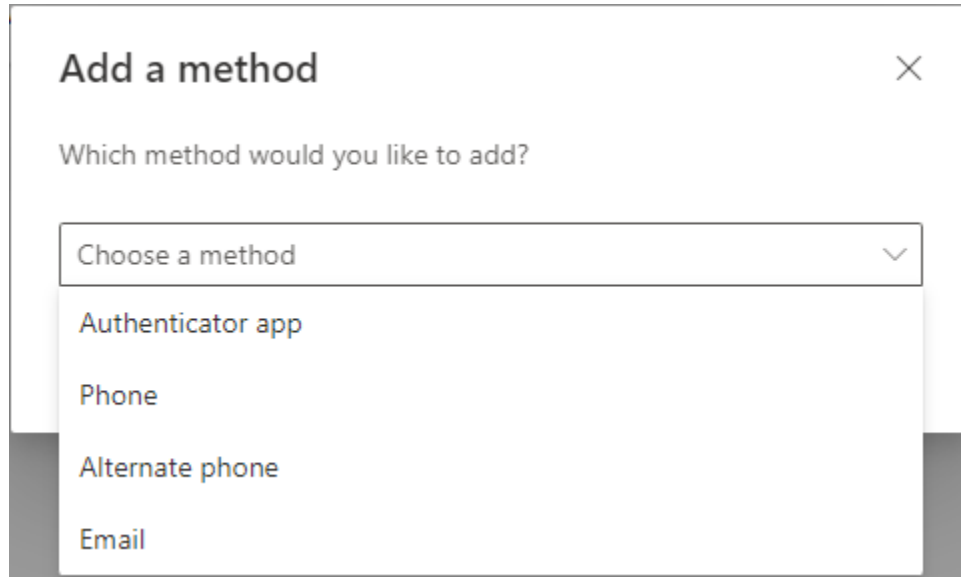
1. Login to Microsoft 365 (<https://myaccount.microsoft.com>) and click on **Security Info**




2. Click on **Add sign-in method**



3. Select Email or Phone and follow the prompts to add an additional method you can use to reset your password.



## How to access DDSB Applications

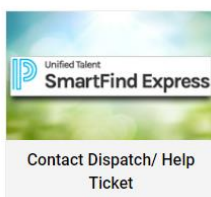
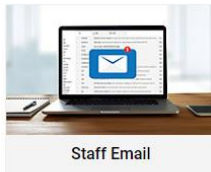
You are now ready to access DDSB applications such as Email and Employee Self-Serve. Links to these applications and more can be found on the staff portal. Launch google chrome  and **Navigate** to [www.ddsb.ca](http://www.ddsb.ca), Click on **Staff** in the red banner to open the Staff Portal.



### Welcome to Staff Resources

Please find below links to particular Durham District School Board employee-based services.

Durham District School Board  
 400 Taunton Rd. E., Whitby ON L1R 2K6 Canada  
 T.: 905-666-5500  
 Toll Free: 1-800-265-3968  
[Email](#)  
[Map this Location](#)



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