



Palliser Regional Schools

Computer Login and Password Reset Tool

Your Palliser computer and email accounts have been set up. Your Active Directory user name and password is used to log into a Palliser computer, your PowerSchool (SRB) account, and Webguide.

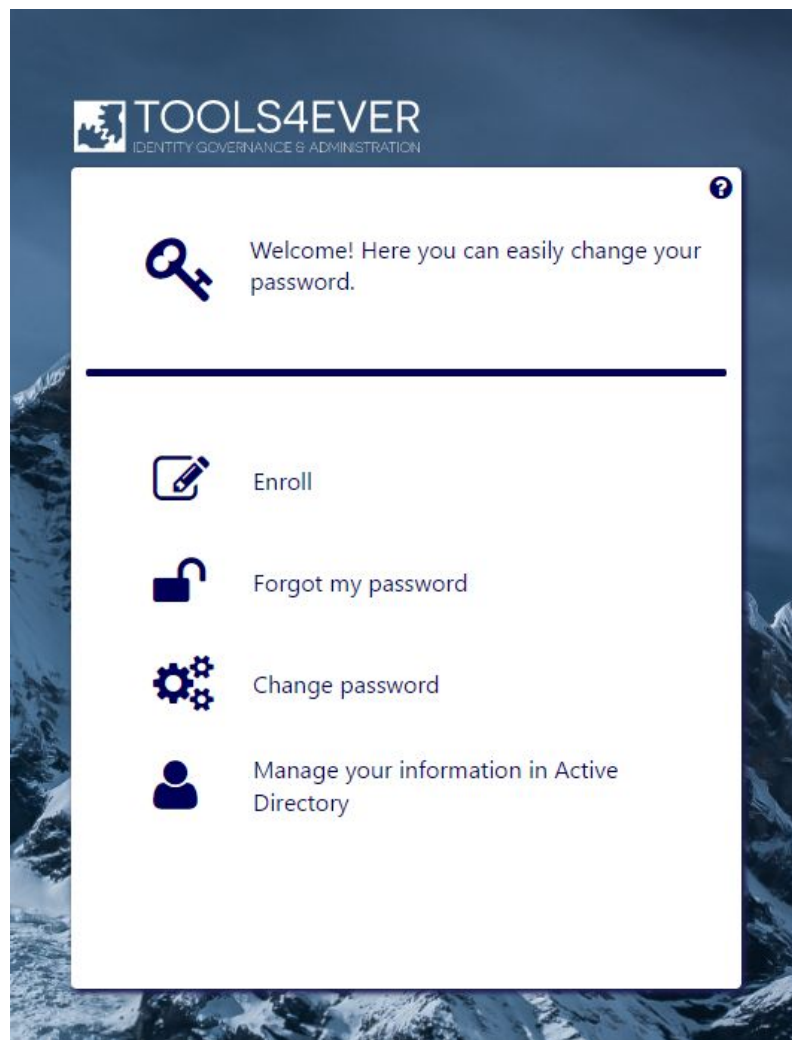
1. Please click on the link to register and set your password.

USER NAME: firstname.lastname

PASSWORD: Defaultpassword2017 (Case sensitive)

Your new password must be a minimum of 8 characters and have at least one capital letter and 1 number in it. You cannot use your name in your password.

<https://ssrpm.pallisersd.ab.ca/>





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2. Click on the Enroll link



3. Enter your user name (firstname.lastname)
4. Enter the your password (Defaultpassword2017)

The screenshot shows a web browser window titled 'Enroll'. The page has a dark blue header with the 'TOOLS4EVER' logo and the text 'IDENTITY GOVERNANCE & ADMINISTRATION'. A language dropdown menu is set to 'English'. Below the header, there is a white box with a pencil icon and the text 'Enter your username and password to continue.' The form contains three fields: 'Username:' with the value 'tools4ever', 'Password:' with a masked password '*****' and a visibility toggle, and 'Domain:' with a dropdown menu showing 'PALLISERSD'. At the bottom of the form are two buttons: 'Back' and 'Next'.



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5. Enter your new password. It must NOT contain any part of your name, be a minimum of 8 characters long and have a least 1 capital letter and 1 number.

The screenshot shows a web browser window titled 'Enroll'. The page has a dark blue header with the 'TOOLS4EVER' logo and the text 'IDENTITY GOVERNANCE & ADMINISTRATION'. A language dropdown menu is set to 'English'. The main content area is white and contains a message: 'Enter your new password.' accompanied by a gear icon. Below this is a horizontal line and a message: 'You must change your password before you can continue the enrollment. New password:'. There are two password input fields: 'Enter password' and 'Enter password again', each with a toggle icon for visibility. At the bottom, there are two buttons: 'Back' and 'Change'.



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6. Enter your Palliser email address and mobile phone number. If you do not have a mobile phone you will have to contact [Tech Help](mailto:tech-help@pallisersd.ab.cato) (tech-help@pallisersd.ab.cato) to reset your password.

Enroll

English

TOOLS4EVER
IDENTITY GOVERNANCE & ADMINISTRATION

During the password reset you will be asked to enter a PIN code. Specify how you wish to receive the PIN code.

1 2 3 4 5

By e-mail:

Enter your e-mail address

By SMS:

Enter your mobile phone number

Back Next



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7. Follow the instructions. You will be asked to answer 3 security questions.

Enroll

English

TOOLS4EVER
IDENTITY GOVERNANCE & ADMINISTRATION

Choose and answer a question. During the password reset you will have to answer this question again.

1 2 3 4 5

Select question:

In what city did you meet your spouse/significant other?

Answer:

Enter your answer

Confirm answer

Enter the same answer again

Back Next

Your computer/PowerSchool-SRB/Webguide username and password have now been set. If you forget your password please go to the [Palliser webpage](#), Quicklinks, Staff and [Reset Computer Password](#)



2017-18 Accessing Palliser Email

Palliser e-mail Login:

You have been provided with a Palliser e-mail so that you can access District news and information. Please check your Palliser email often. All Palliser employees are provided a Palliser email. To access your Palliser email, please follow the instructions noted below.

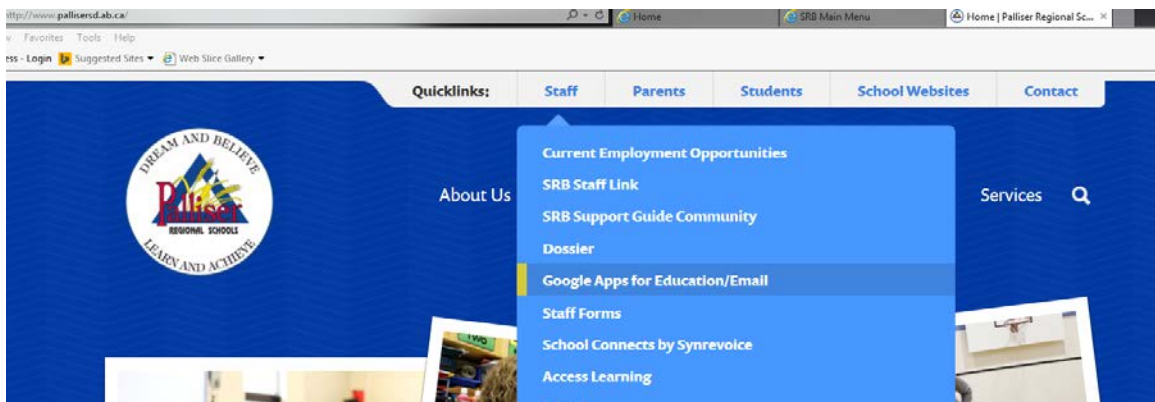
User Name: first name.last name@pallisersd.ab.ca
(eg. john.doe@pallisersd.ab.ca)

Password for e-mail: Defaultpassword2017 (all one word - case sensitive)

You will be prompted to change your password on first log in (8 character minimum for new password).

Please log on to the Palliser website at www.pallisersd.ab.ca then select the **Staff** tab and click on the button that says **Google Apps for Education/Email**.

Add your Palliser email into the Google screen. Please remember, your email will be your firstname.lastname@pallisersd.ab.ca.



If you have any questions please contact Marliiss Norlin, Executive Assistant, Human Resources, 403-328-4111 or via email at marliiss.norlin@pallisersd.ab.ca.