

## Password Reset

My apologies to everyone, things are changing everyday and the Password Change PDF guide I sent home has some updates as the VSB has changed their password site and requirements.

To reset the password students need their **PEN (Personal Education Number)** - nine digits

- NOTE: You only need PEN to reset student passwords.

To access the digital resources through our VSB library or accessing Microsoft Office 365 students will need their **PUPIL # (Student ID #)** - 6 or 7 digits.

## UPDATE

1. Go to <https://studentpass.vsb.bc.ca>
2. Login in using student PEN number
3. Fill out students Date of Birth

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**VSB** Vancouver School Board

### VSB Student Account Password Reset

Enter your PEN and Date Of Birth below so we can find you:

PEN:\*

Date Of Birth (YYYY/MM/DD):\*

Nine digit number

This page will then appear. It provides Pupil # (Student ID), PEN, and email address.

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### VSB Student Account Password Reset

**Student Information**

Student ID: [REDACTED] **PEN**

Preferred Surname: [REDACTED]

Preferred Given Name: [REDACTED]

Preferred Middle Name: [REDACTED]

School Name: University Hill Elementary  
Denver CO

**Reset Password**

Email: pupil@stpass.vsb.bc.ca

New Password:

Confirm Password:

PEN - 9 digits

Student ID (Pupil #) 6-7 digits  
For VSB resources and Office 365

## IMPORTANT

The new password must be in this format:

- Passwords **must** have at least two words
- Each word **must** have at least 3-letters
- Each word **can** include one number
- A character **must** separate the words and can be one of these: space . , ! \$ ) ( ] [ + =

**\*PLEASE WRITE THIS NEW PASSWORD DOWN\***

**For clarification Pupil # (Student ID) is to be used for VSB resources such as VSB library, database, eBooks and Microsoft Office 365.**

University Hill Elementary School  
Catalog  
Library Search > Login

Library Search  
Destiny Discover  
Resource Lists  
Français

User Name:  ← Pupil# (Student ID) 6-7 digits  
Password:  ← New Password  
Log In Cancel

**Microsoft Office 365 is for access to email, and Microsoft apps such as Word, Powerpoint, Teams and provides online storage.**

office365.vsb.bc.ca/\_layouts/15/Authenticate.aspx?Source=%2F

Sign in  
https://office365.vsb.bc.ca

Username  ← Pupil # (Student ID)  
Password

Cancel Sign In

**If you have any questions or need assistance please contact me directly at [jcovert@vsb.bc.ca](mailto:jcovert@vsb.bc.ca)**