

Setting your security question (short version)

Navigate here: <https://reset.vaniercollege.qc.ca>

Once on the **Web Enrolment Login** side:

1. Enter your username and password.
2. Click on **Login**.
3. Select a minimum of one security question from the **Question:** field's pull-down menu.
4. Enter your response in the **Answer:** field
5. Click on the **Add** button.

If you see your question under **Existing questions:** you have successfully set your security question and can now logout.

If you encounter any problems, please read the complete version here:

<http://www.vaniercollege.qc.ca/helpdesk/set-security-question-reset-password.pdf>

Changing a password (short version)

Navigate here: <https://reset.vaniercollege.qc.ca>

Once on the **Change Password / Unlock Account** side:

1. Enter your username.
2. Click on **Continue**.
3. Type your answer(s) in the box to the right of your question(s).
4. Type in your new password twice (must be at least 9 characters long and not previously used).
5. Click on the **Change Password** button.

If you see the **Your password has been successfully reset!** box, you are done.

If you encounter any problems, please read the complete version here:

<http://www.vaniercollege.qc.ca/helpdesk/set-security-question-reset-password.pdf>

Unlocking an account (short version)

Navigate here: <https://reset.vaniercollege.qc.ca>

Once on the **Change Password/ Unlock Account** side:

1. Enter your username.
2. Click on **Continue**.
3. Type your answer(s) in the box to the right of your question(s).
4. Click on the **Unlock Account** button.

If you see the **Your account has been successfully unlocked!** box, you are done.

If you encounter any problems, please read the complete version here:

<http://www.vaniercollege.qc.ca/helpdesk/set-security-question-reset-password.pdf>