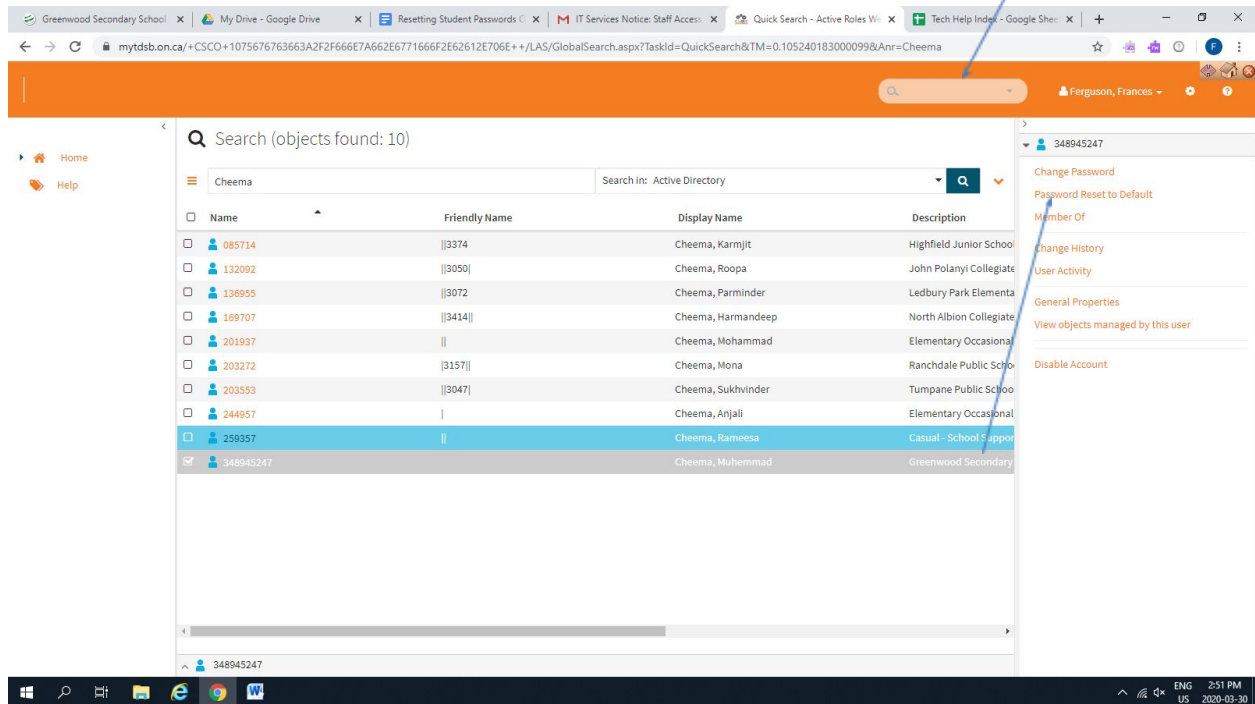


## Resetting Student Passwords Online Using SAMS

- Connect to ITS email from Peter Singh [ITS email March 26 2020](#)
- Scroll down to Student Account Management System (SAMS) > click on mytdsb link
- In the next window, input your TDSB credentials, Log In, then this will open My TDSB
- Select SAMS (which is at the bottom of the list)
- Web Server Authentication Request opens and after you input your credentials again, SAMS opens up with your Name on the top right hand corner of the window
- In SAMS, the Quick Search window beside your name, type in the student's name
- Once the list appears, select the correct student's name carefully because similar last names or first names may come up. Here is an example:



- Once you've selected the student's name with a check mark, look for Password Reset to Default and select it
- Once selected, within a few seconds you should get a confirmation that the password was reset
- The student will need to search for [aw.tdsb.on.ca](http://aw.tdsb.on.ca) > select AW Login – Toronto District School Board and input Student Number as Username e.g. 348953438
- Then the student will need to put in the Shared Secret Password which consists of

Last four digits of student number and birthday and birth month @Tdsb  
e.g. Student number: 348953438 Birthdate: May 14 **34381405@Tdsb**

- Once that is done, the student will be asked to create a new password which is not similar to any of the five previous passwords and doesn't include student name
- The student will then be instructed to input the new password again and then submit.