



### Change LBPSB Google Apps For Education (GAFE) Account Password & Update Your Info on the LBPSB Single Sign On System

Please note the screenshots presented may appear differently on your screen depending on your browser.

Each member school has 3 GAFE accounts (a Parent Representative, Alternate Representative, and a Governing Board Chair account). These accounts are used to communicate important information as well as provide access to the Wi-Fi installations in the LBPSB-owned facilities. You can login to the GAFE account by navigating to gmail.com and entering the full GAFE email address.

To get started, it is important to change the GAFE account password because these email accounts have been shared with multiple volunteers. Changing the password ensures that only the intended parent has access to the account. The following steps outline how to change the GAFE account password after it's been reset by a principal or system administrator:

1. Navigate to the LBPSB Single-Sign-On (SSO) portal (<https://sso.lbpsb.qc.ca>) and login using the username of your LBPSB GAFE account (i.e., for school\_pr@lbpearson.ca, the username is only "school\_pr") and the password provided by your school's principal or other system administrator.

This is the same password you must use to login to the LBPSB GAFE account. Navigate to gmail.com in order to login to the GAFE account.

If your password does not work in the SSO portal, please ask your principal or LBPSB administrator to reset the password.



2. On the next screen, select the **My Account** button in the top right corner of the screen. **It should be noted that there are a number of other options on this page that do not pertain to Parent Representatives or Parent Representative Alternates and are not intended for you. UNLESS YOU ARE AN EMPLOYEE OF THE LBPSB, please ignore these other options.**





- Next, select the option to **Change Password** in the left navigation frame.

**Change my Password**

**Note:** By changing your password, your Google, Wi-Fi, Windows, and LBPSB eMail (if applicable) passwords will also be changed. You must change those passwords accordingly on all your devices, otherwise your account will get locked out by the system.

After successfully changing your password, you will be logged out of the Single Sign On System.

Please enter your current password, along with a new password of minimum 8 characters with at least one lower case letter, one upper case letter and a number. Cannot contain first name, last name or username.

Current Password:

New Password:

Repeat New Password:

- Simply enter the current password and the new password desired in the appropriate fields.

When selecting a new password, please consider the following basic guidelines for selecting strong passwords:

- **Not Personal** – Never select names, birthdays, or any other personal information.
- **Length** – A password shorter than 8 characters is considered very weak.
- **Complexity** – A password should be alphanumeric (comprised of letters and numbers) and contain at least 1 special character (@\$#!).

- Remember to **Save** your new password!
- You will be logged out immediately. Take note of the message displayed on the logout screen and update the passwords stored in any of your devices syncing the GAFE (school\_pr@lbpearson.ca) account.

**Reminder**  
Having changed your password here, you have changed your Google, Wi-Fi, Windows, and LBPSB eMail (if applicable) passwords. You must change those passwords accordingly on all your devices, otherwise your account will get locked out by the system.

Finally, let's update your name and information on the SSO portal (next page).



**IMPORTANT NOTE:** While the SSO system is linked to Fusion in the background, the **GAFE** account that you are updating is not in any way connected to your child's fusion account. Nor is this **GAFE** account connected to the fusion parent account that is connected to your child's fusion account.

7. Login back into the SSO portal using your newly changed password.
8. Select the **My Account** button in the top right corner of the screen.
9. Then, choose **Additional Security Information** in the left navigation frame and insert the relevant information. It is not necessary to include your number. **Remember to select save for each section you modify.**

**Single Sign On System**

Home My Account My Bookmarks

My Preferences  
My Information  
Application & Access  
Change Password  
Additional Security Information

**My information**

Screen Name:

**Additional Security Information**

**Secondary Email**

**Mobile Phone Number and Provider**  
    
(i.e. 5149999999 no space)

10. Logout and you are done!