

Your First BCeSIS Logon

Enter the BCeSIS URL in your Web browser's address bar and press the Return key.

www.isw-bc.ca



Locate and Click on

In about 30 seconds you will connect to the BCeSIS system and the following logon box will appear.

A screenshot of a web browser's logon dialog box. The dialog has a title bar that says 'Logon' and a close button (X). It contains three text input fields: 'Username:' with the text 'username', 'Password:' with a masked password '*****', and 'Database:' with the text 'bcesis'. At the bottom, there are two buttons: 'Connect' and 'Cancel'.

NOTE: Be sure your web-browser (Internet Explorer or Firefox) has the pop-up blocker turned off.

In the **Username** text box, type the username you have been given. Now tab or click to the **Password** text box and type in the password supplied. Finally tab again and enter BCeSIS. Note: the data is not case sensitive.

Example: username = *{username}*
Password = *{password supplied or created}*
Database = **bcesis**

Press the Return key or click on the **Connect button**.

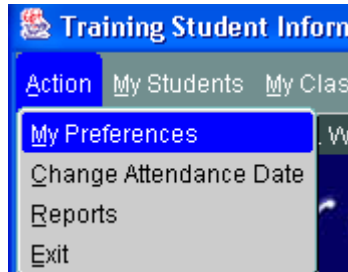
If this is the first time you are logging in, an alert appears. If it is not your first time logging in, then you are taken directly to the appropriate Start screen to begin work in the BCeSIS database.

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Changing Teacher Password After Logging In

Please keep your BCeSIS password secure.

In the Teacher Assistant Start Screen click on the **Action** menu located at the top, left corner and select **My Preferences**.



Click once on **Edit User Profile** button located at the top, right corner of the screen.

The following **Change Password** screen appears for you to fill out.


Create a new password using the following BC Government rules which state that a password must:

- contain a minimum of eight characters and a maximum of fourteen;
- contain characters from each of the following categories:
- not contain any part of the user name (e.g., the name or initials used to log in).
- not start with a number or one of the three special symbols

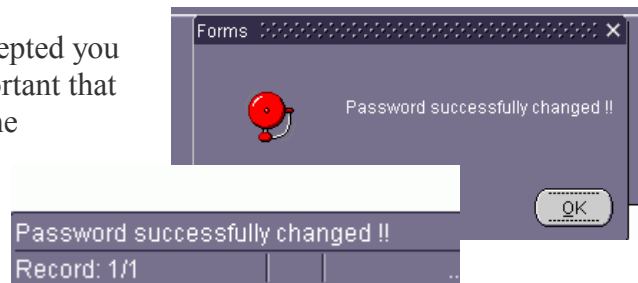
A screenshot of a dialog box titled "Oracle Change Password". The dialog box has a title bar with "Oracle Change Password" and a close button. The main content area contains the text "Changing Password For: NWALKER58" and four input fields: "Enter your old Password:", "Enter your new Password:", "Verify your new Password:", and "User E-mail Address:". There are also "Save" and "Cancel" icons at the bottom right.

English upper case characters & lower case characters	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz
Base 10 digits	0123456789
Valid Symbols	\$ _ #

You do not need to fill in the email address field unless this is required by your District.

Click on the **Save** icon . If the password is accepted you will be told it was changed successfully. It is important that you also check the bottom of the screen to ensure the password is accepted and changed.

When your new password is accepted, click on



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the **Exit** door to exit the dialogue box.



The BCeSIS user password is now changed. Users should **log off BCeSIS** (click once on the **Exit Door** icon and click on the **Yes** button when BCeSIS asks you to continue). Then, Log back into BCeSIS with new password. If user does not logout and log back in, user may not be able to generate reports and may lose other BCeSIS functionalities that require password authentication.

Remember when entering your new password not to use a common word, particularly one that is easily associated with you, your family, or your job. *BCeSIS passwords are not case sensitive.*

PASSWORD HINTS

DO's

- Use a familiar (and secure) password and add to this password a few extra characters
- Write the password in an address book using a code or make it look like a regular address

DON'T

- Leave the password written down around your work space (even hidden under the keyboard)
- Use easily guessed ideas for the password – i.e.: birthdates, pet names etc.