

Hrsbstaff Teacher Webpace

Changing your Webpace Password

- You must already have requested Webpace in order to have access to your web folder!** If you have **NOT** done this, please visit <http://hrsbstaff.ednet.ns.ca> and complete the Request Webpace Form.
If you do have Webpace but forget the password, please email Kelly Joynt at ekjoynt@hrsbn.ca (from your staff.ednet.ns.ca account) and request that your password for your Webpace be reset.

2. Access your Webpace in Internet Explorer

Your email user name is your Webpace folder name

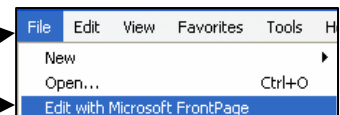
- Example, the template user's email address is template@staff.ednet.ns.ca
- Therefore the template user's email user name is: **template**
- Your email user name is used to set up your web folder

Web Address: <http://hrsbstaff.ednet.ns.ca/template>
FrontPage User Name: template
FrontPage Password: changeme

*****Note that your FrontPage password is NOT automatically the same as your email password*****

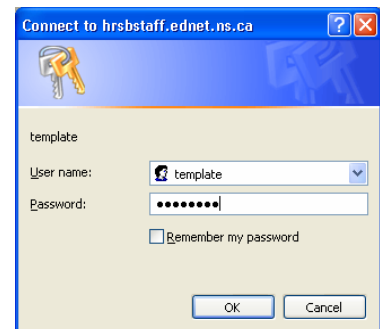
3. Edit your site with FrontPage

- **Option 1:** From the Internet Explorer Menu
 Choose File
 Choose Edit with Microsoft Frontpage
- **Option 2:** Click on the Edit with Microsoft FrontPage Icon



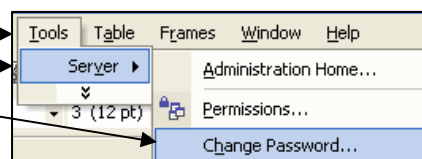
4. This Launches Microsoft FrontPage

- You will be prompted for your current FrontPage User Name and FrontPage Password
- Enter your FrontPage User name and FrontPage Password and click OK to login to your web folder



5. Once logged into Frontpage you now can choose to change your password

- While in FrontPage from the Menu
 - Choose Tools
 - Choose Server
 - Choose Change Password



6. This will NOT launch a window in FrontPage, this is actually a web based Process.

- If the Connect to hrsbstaff.ednet.ns.ca window (as seen in step 4 of this handout) does not appear, click on the active Internet Explorer Button on your taskbar.
 - Enter Your Current FrontPage User Name and Current FrontPage Password and click OK

7. **You will be logged in to a web based Change Password window**

- Enter Your User Name
- Enter Your Old Password (the one you just used to log in)
- Enter Your NEW Password (possibly make this the same as your email password)
- Enter Your NEW Password again
- Click Change

Home

Change Password

Use this page to change your password.

User name:

Old password:

New password:

Confirm new password:

8. **You will get a quick message flash up on the screen after you click the Change Button to let you know that your password change has been succesful.**
9. **We recommend closing out all windows. Then accessing your webspace via Internet Explorer and doing an Edit using Frontpage. This time login using your new password to ensure your Password Change has been successful.**
10. **If you have any difficulties please email tilt@hrsb.ns.ca**