Contents

Note: For adding personal email accounts to Outlook, please consult instruction on Microsoft website

How to change/reset your password?

Navigate to reset.vaniercollege.qc.ca.

Once you see the login screen below, enter your username in the box provided on the right-hand side of the screen under Change Password / Unlock Account. Please note that in order to proceed, you must have previously set your security questions as described below.

For **students**, you must reset your password using Omnivox. Your account username is your student number.

For **employees**, your VanierPass username is the part before "**@vaniercollege.qc.ca** for your Vanier email.

Click **Continue**.

Once you see the screen below, enter the answers to your security questions.

To reset your password, type in your new password. Retype it for confirmation and click on the **Change Password** button.

If you answered your security questions incorrectly, you will receive an error message. Instructions on how to deal with this situation are found in this help section.

Don't forget to update your password on any mobile devices you have connected to either email or WiFi!

Please be aware that your password must be changed every 60 days, and you cannot repeat previously-used passwords. For increased convenience and security, we recommend using a password manager (such as 1Password or LastPass) that can generate complex passwords, and save them for you.

How to set security questions

Security questions only need to be set one time at the initiation of your account, and here is how to do it:

Navigate to reset.vaniercollege.qc.ca

Once you see the login screen below, enter your username and password in the boxes provided on the left-hand side of the screen under setup security questions.

For **employees**, it is your VanierPass username associated with your Vanier email (the part before "**@vaniercollege.qc.ca**).

Click on the **Login** button.

Once you have logged in, select a minimum of two security questions from the **Question**: field's pull-down menu (see the following screenshot).

Once you have selected your question, type the answer into the **Answer**: field.

Click **Add** to submit that question.

If you change your mind and wish to remove your question, click on the **Delete** button.

After adding your first question, you are prompted to add your second question.

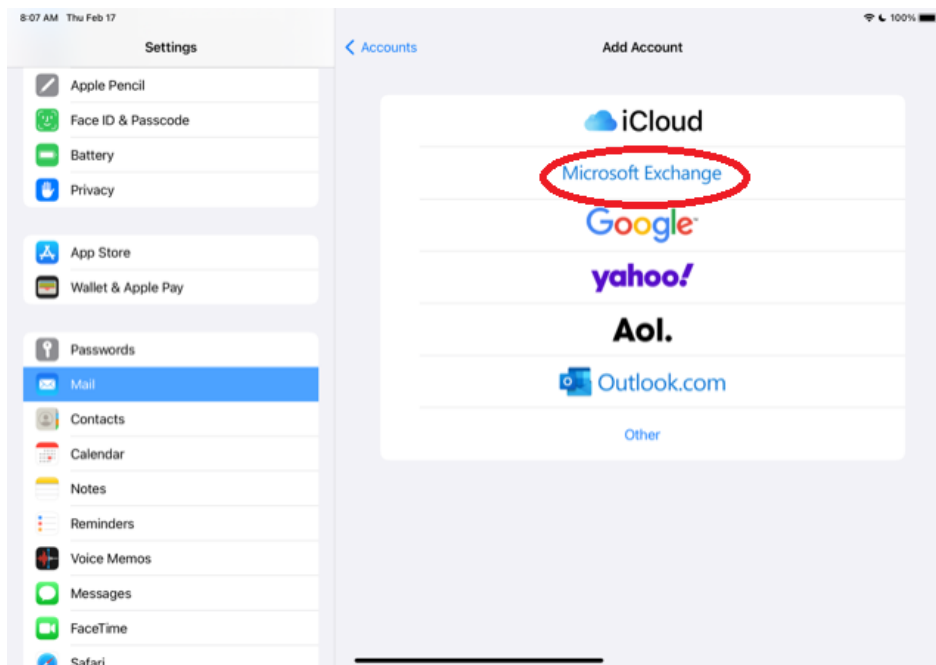Select your second question and click on the **Add** button.

Your security questions have now been set. Once you are finished, click on **logout**, or simply close the browser window.
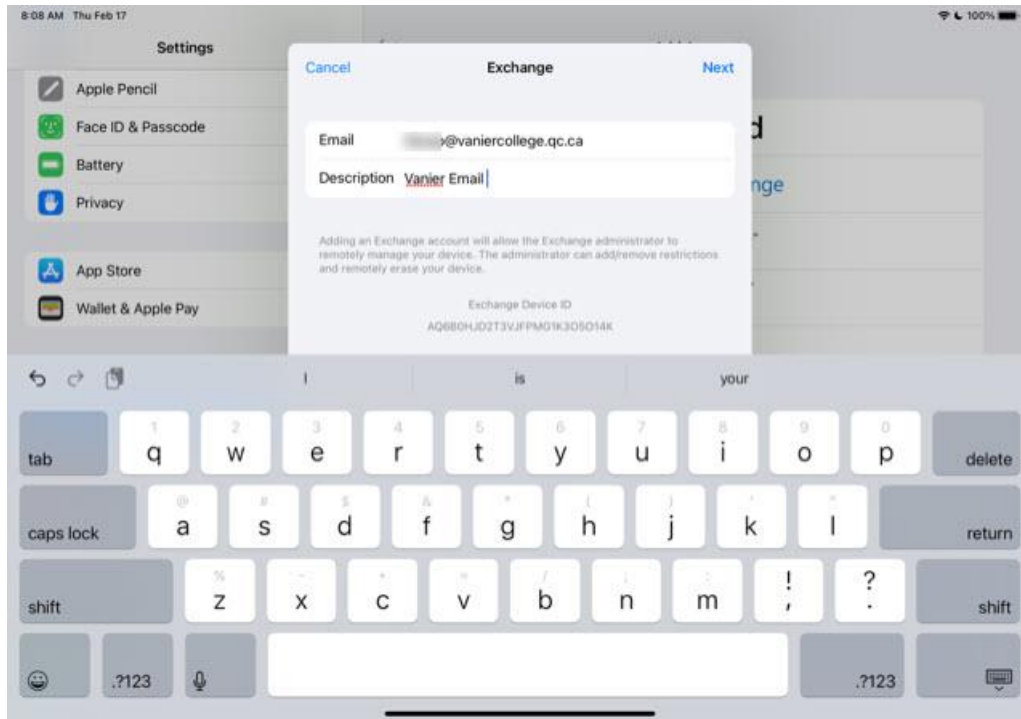
How to add your Vanier email to your iPad

1. Go to **Settings**, and select the item **Mail**, then **Add Account**
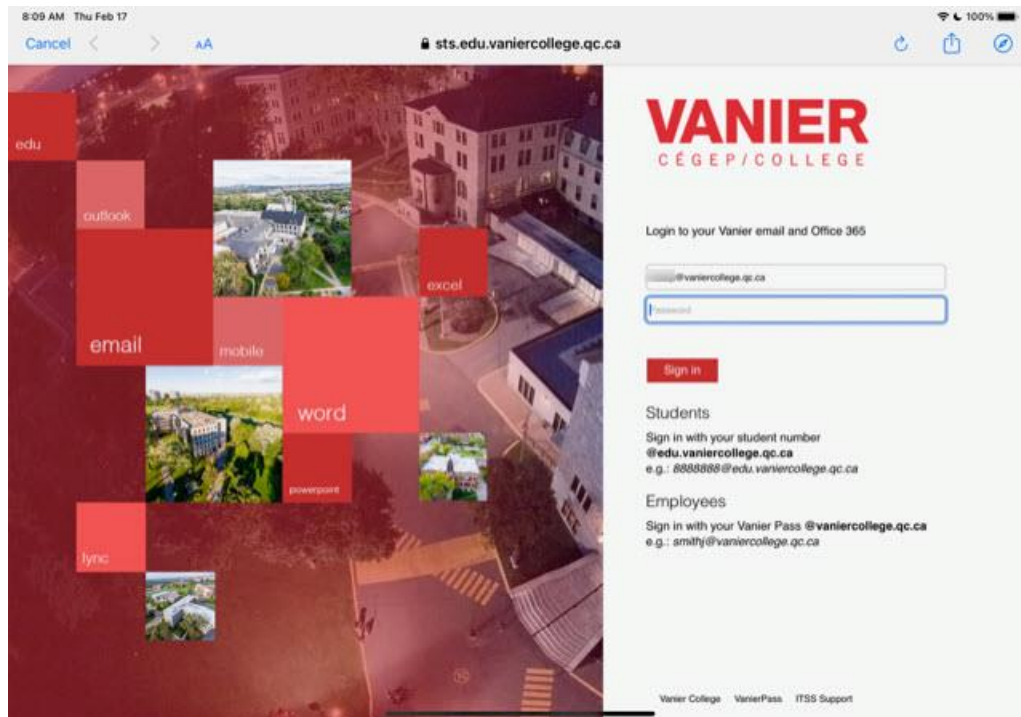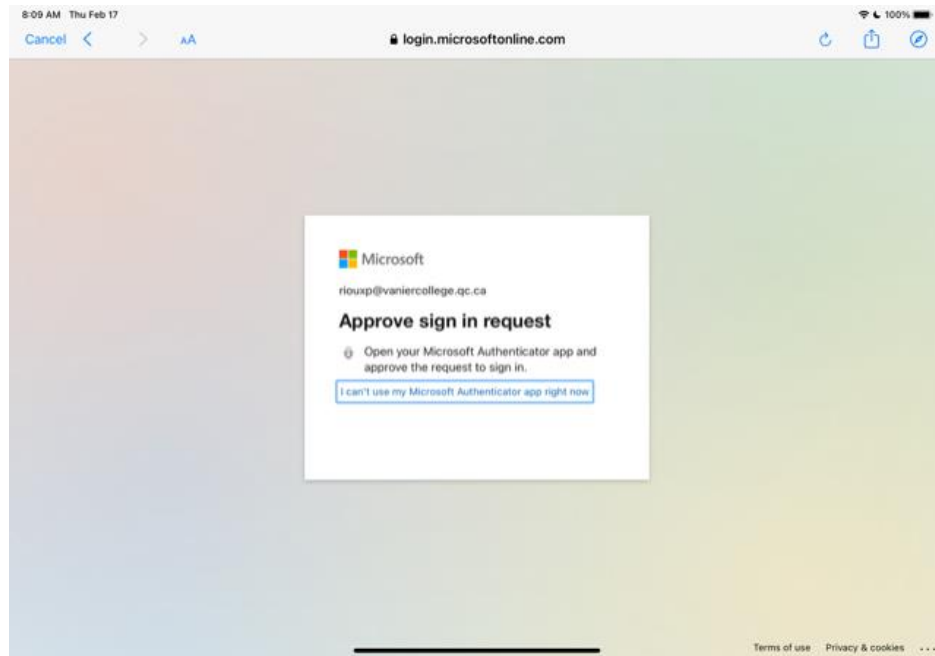

2. Click on **Microsoft Exchange**

3. Enter your **Vanier email address** and a description, select **Next** and **Sign In**
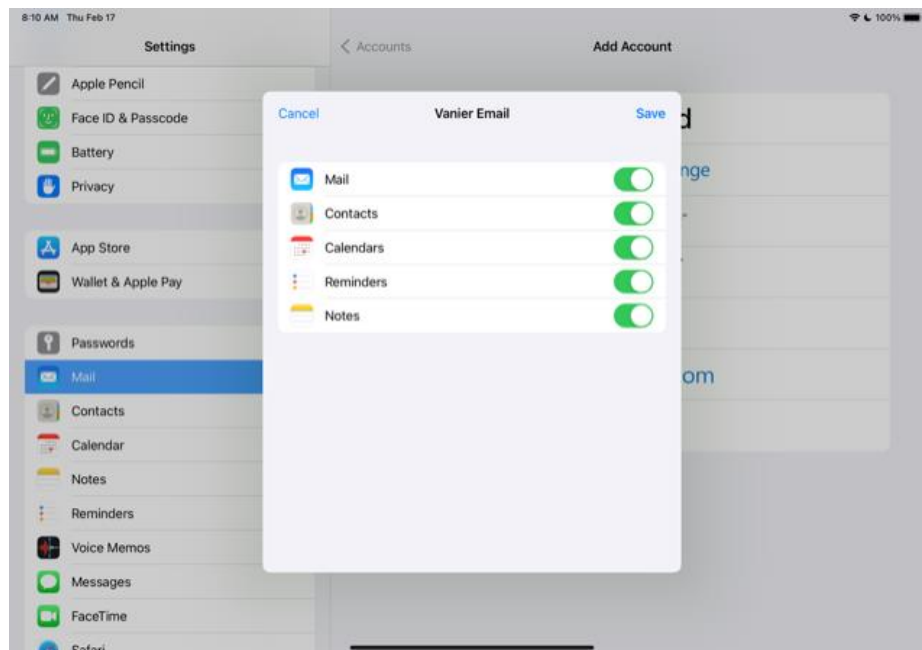

4. You will be led to the following login page, where you will enter your **Vanier email** again and your Vanier **password** for authentication.

5. You will receive a request to approve the access to your mobile phone if you have setup MFA (Multi-Factor Authentication) to your mobile device, select **Approve**. Otherwise click on "I can't use my Microsoft Authenticator app right now" and select the method of authentication you prefer.

6. You will then see the following screen asking whether you would like the device to sync all the listed program, click to enable all.

You will now have access to your email, calendar, … in your Vanier Microsoft365. You may have to restart the device for the information to fully synchronize, it can take up to 30 minutes,