

## I have forgotten/I need a password.

*If you have forgotten or need a password, please follow the following steps to reset it.*

1. Go to **www.cpsbc.ca**
2. Click **Login** on the upper right-hand side of the page.
3. Click **Forgot your password?**

Log In

CPSID

Password

LOGIN

Forgot your password?  
Login: Questions & Answers

Forgot your password?

Login

4. Enter your CPSID.  
**Note:** Applicants will need to log in using their account number if a CPSID has not been assigned.
5. Enter your email address (the one the College has on file).
6. Click **Continue**.

Forgot Your Password?

Please enter your CPSID and email address on file with the College to reset your password.

CPSID

Email Address

CONTINUE

If you do not have an email address on file, [contact the College](#).

6. Click **Continue**.  
A teal confirmation message will appear.  
Check your email for the message, "Password Notice from the College."
7. Click the link in the email or copy and paste the address given into your web browser.
8. Enter your new password twice.  
Click **Submit**.

Password Reset

✓ A password reset link has been sent to the email address on file. Please check your email inbox and click on the link within 48 hours to reset your password.

RETURN TO LOGIN

To log in to the website, click **Login** on the upper right-hand side of the page.

New password

Re-enter new password

SUBMIT

**Note:** Your password must be a minimum of eight characters in length and contain at least two symbols. Numbers are not recognized as symbols.

Examples of symbols include:  
!@#\$%^&\*()\_,.

Password example:  
**thegreatone##**