

## St. Michaels University School

Outstanding preparation for higher learning and for life.

- These are the rules for creating Staff Passwords:
- 1) 7 characters or more
- 2) Must have at least 3 of these 4 things: uppercase, lowercase, numeric, special
- 3) Cannot reuse your last 4 passwords
- 4) Cannot contain 3 or more consecutive letters of your username

Passwords expire every 90 days

You can use Outlook Web Access (webmail) to change your password and set a new one if it is expired

Senior School: 3400 Richmond Road, Victoria, British Columbia, Canada V8P 4P5 Middle School: 3400 Richmond Road, Victoria, British Columbia, Canada V8P 4P5 Junior School: 820 Victoria Avenue, Victoria, British Columbia, Canada V8S 4N3

Phone: (250) 592-2411 Fax: (250) 592-2812 Phone: (250) 592-3549 Fax: (250) 592-3942 Phone: (250) 598-3922 Fax: (250) 592-0783