

How to create / change your CNC password & sign in to Moodle.

This document provides instructions on, and best practices for, changing your CNC Account password.

1. Go to the website <https://tools.cnc.bc.ca/cncaccount>
2. Enter your:

Students

Last name & Student #

Staff

Last name & Employee #

3. Click **“Find”**
4. Click **“Reset Password”**
5. Scroll down and verify that the partially hidden email looks like your email address
 - E.g. h*****k@hotmail.com
6. Click **“Send Reset Email”**
 - Only click this button once!
 - Check your personal email for an email from CNC.
7. Click the **“Click here to change your password”** link
8. Follow the “Password Best Practices “ below to choose a new password.

CNC Helpdesk <helpdesk@cnc.bc.ca>

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[Click here to change your password](#)

This link will expire in four hours.

Password best practices:

- Never share your password
- Consider using a “passphrase” instead of a password
 - Passphrases:
 - are strings of random words (at least 4, the more the better) that are harder to crack, but easier to remember
 - focus more on length than complicated patterns
 - are strongest when used with numbers or special characters in the middle
 - Examples:
 - Threebanana4sailinghorses
 - cucumberTrees!likepeanutbutter
 - Test your password strength here:
 - <https://howsecureismypassword.net/>
- Use different passwords for different accounts
 - Use a different password for your business accounts than you do
 - Social media
 - Banking
 - Personal email
 - etc.

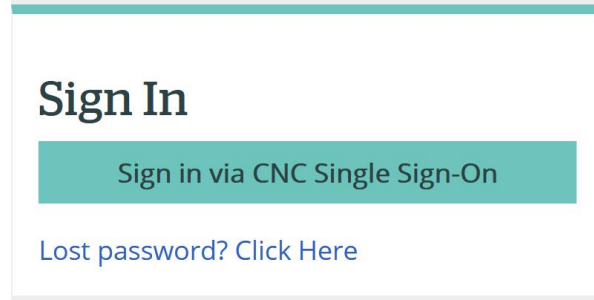
If you run into any issues please contact the CNC IT Services Helpdesk @ 250.561.5812 or helpdesk@cnc.bc.ca

Signing in to Moodle:

You'll need your CNC email address and your new CNC password.

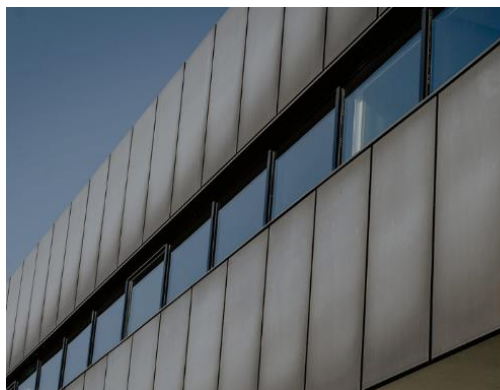
Open Moodle <https://moodle.cnc.bc.ca/>

The main page of Moodle will open. Click on Sign in via CNC Single Sign-On



You'll be taken to this page: (below)

Enter your email address (i.e. smithx1@cnc.bc.ca) and your CNC password. Click "sign in." Any concerns? Email: ctl@cnc.bc.ca



CNC Online Services
Login

Email address

Password

sign in

Welcome to the Federated Single Sign On page for the College of New Caledonia.

Use your CNC account credentials to access your online resources.