

## 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>

Thu 2019-02-14 8:55 AM

[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.

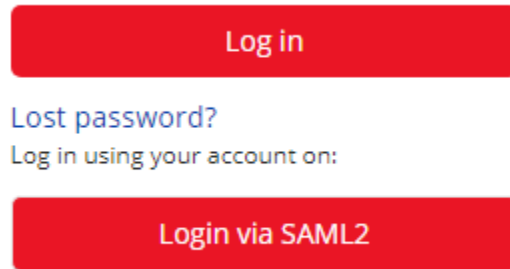
If you run into any issues please contact the CNC IT Services Helpdesk @ 250.561.5812 or [helpdesk@cnc.bc.ca](mailto:helpdesk@cnc.bc.ca)

## Signing in to Moodle:

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

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

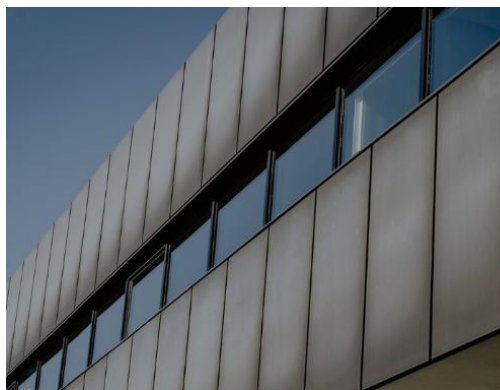
The main page of Moodle will open  
Click on either "Log in" or  
"Login via SAML2" \*



A screenshot of the Moodle login page. It features a red button labeled "Log in" at the top. Below it, there is a link for "Lost password?". Underneath that, it says "Log in using your account on:" followed by another red button labeled "Login via SAML2".

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](mailto:ctl@cnc.bc.ca)



Annotations for the login form. A red arrow points from the text "Email address" to the username input field. Another red arrow points from the text "Password" to the password input field.