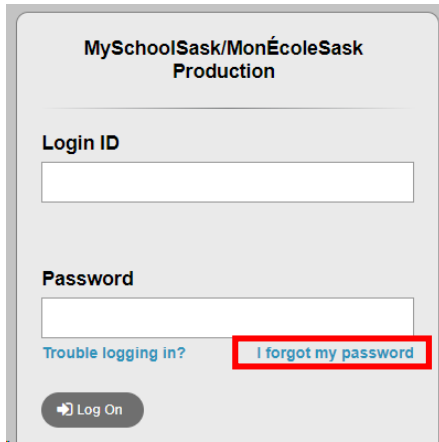
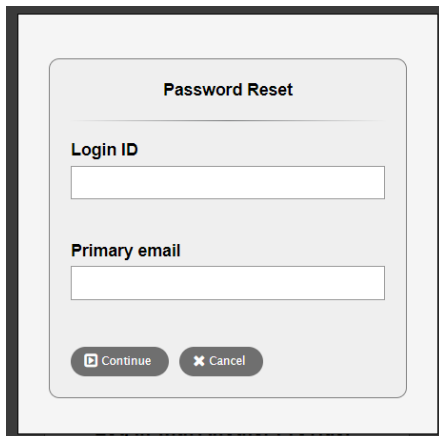


MSS Student Portal Account Password Reset

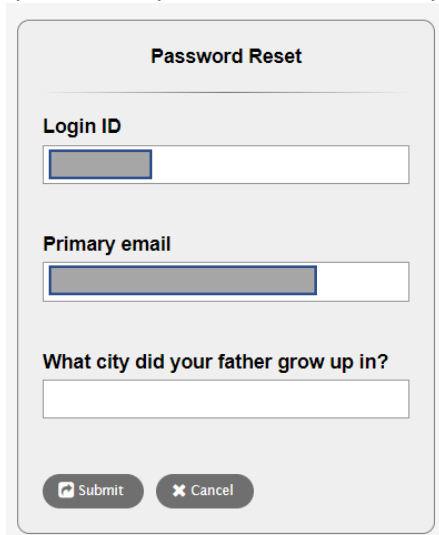
When you created your account, you were asked to select a Security Question and to provide the answer to the question. This allows you to reset your password with the following steps. In the MSS log in area, select "I forgot my password" (see example below).



In the popup, enter your Login ID and your LCSD email address.



You will be prompted to enter the answer to your security question (example shown on next page; your question may differ based on what you selected at initial account setup).



Once you have provided the answer to the security question, select Submit. An email will be sent to you from 'production@pd.myschoolsask.com' similar to the following example. Use the temporary password to log in to MSS. You will be prompted to create a new password. Should you not receive an email, check your Junk and Spam folders.

From: production@pd.myschoolsask.com

Date: January 12, 2024 at 8:41:48 AM MST

To: (your email address will display here)

Subject: Reset Aspen Password

Reply-To: production@pd.myschoolsask.com

Last name, First Name will display here,

This email has been sent because a request to reset your password has been made on Friday, January 12, 2024 8:41 AM. Your temporary password is displayed below. You will be prompted to set a new password the next time you log in.

Username: your username will display here

Password: your temporary password will display here

If you did not authorize this action, please contact your school office.

Sincerely,

[MySchoolSask/MonÉcoleSask System Administrator](#)

Should you continue to experience issues to reset your password, please visit the school office for further investigation and support.