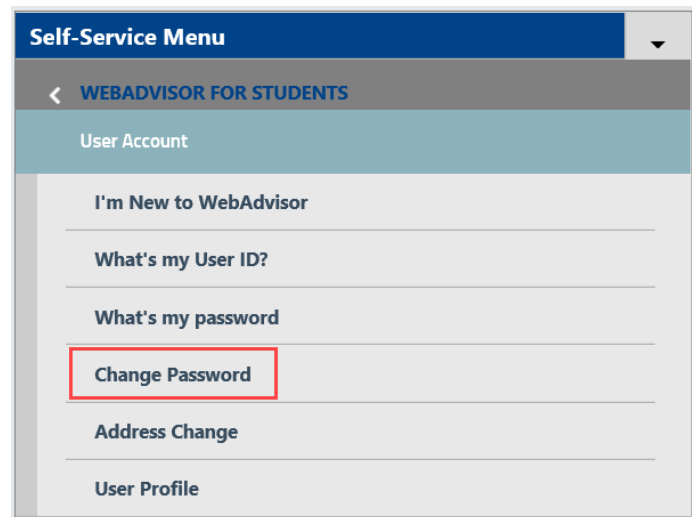


Security Training Programs

Password Reset Instructions



1. Open your Internet web browser (e.g. Internet Explorer, Google Chrome).
2. Type in the URL address: www.myjibc.ca.
3. Click on “Reset your Password” near the bottom of the page.
4. Enter your Student User ID (j0#####) and email address associated to your JIBC account. A temporary password will then be emailed to you. Use this new password to login to your myJIBC portal. *If you do not know your Student User ID or what email address is associated to your account, please contact the Registration Office (contact information is below).*
5. Once you receive your temporary password, return to the myJIBC login page. Enter your Student User ID on the first line and copy and paste the temporary password onto the second line. Copy and paste is recommended to avoid typing errors.
6. You may be asked to reset your password at this point. If you are, proceed with setting a password that will be more familiar to you. If you are not prompted to reset your password at this point, proceed to step 7.
7. Once you are logged into your myJIBC portal, under **Self-Service Menu**, click on **WEBADVISOR FOR STUDENTS**.
8. Click on **User Account**.
9. Click on **Change Password**. You will be required to copy and paste your temporary password into the **Old Password** field. Proceed with setting a password that will be more familiar to you.



Registration Office Contact Information

Phone: 604.528.5590
Toll-Free: 1.877.528.5591
Office Hours: Monday, Tuesday, Wednesday & Friday – 8:15am to 3:45pm
Thursday – 9:30am to 3:45pm