



Activating Your NSS AD Account

You have been provided a Student NS Health Active Directory username and temporary password. **To properly setup your account and keep it activated you must complete all the steps below.** Failure to do so will result in your account being deactivated and delay your access to NS Health networks and applications. **You must change your temporary password within 14 days.**

1. Change your temporary password to a new password by visiting <https://passwordupdate.nshealth.ca>. Enter your domain\username as shown below along with your temporary password. Select a new password and click submit.

Update Password

If successful it will indicate that your password has been updated. **Do not share or lose your new password!**

On rare occasions the temporary password provided to you may need to be updated. If after ensuring you have accurately tried the above steps several times and still are unable to reset your password, please contact nursingstudentIT@nshealth.ca for a new temporary password and include your username.

NOTE: Your active directory temporary password must be reset prior to logging into the Learning Management System (LMS). If you attempt to log into LMS with a temporary password, it will result in your LMS account being locked. You must contact the Service Desk to unlock this account.

2. Your password must be changed at the beginning of every term. You must repeat Step #1 every **January, May and September** to ensure your account is active for the upcoming term.
3. **The first time you are onsite** you must register your security questions/answers using a NS Health computer. Log onto a computer using your username and updated password. Be sure to use the appropriate domain\username to log in i.e. **cdha\username**. Go to <https://ictsreset.nshealth.ca> and select "My Account". Enter your username, updated password and CDHA domain as below and follow the instructions to register your security questions and answer. **Do not share or lose your questions/answers.**

My account

Logon Name

Password

Domain

4. If you forget your updated password, you can call IT Services, 902-473-3399, to request a password reset by providing your previously registered security questions/answers. It could take up to 24hrs after a password reset to log into the network.

5. If you forget your password or enter it wrong too many times and have NOT registered security questions/answers as required, you will be locked out of your account and will need to contact nursingstudentIT@nshealth.ca to reactivate. This will cause a delay in your access to NS Health networks and applications.

NOTE: This username/password is to be used while you are onsite as a student on placement only. If you are also an employee, you will use the username/password provided for your employment by your Manager.