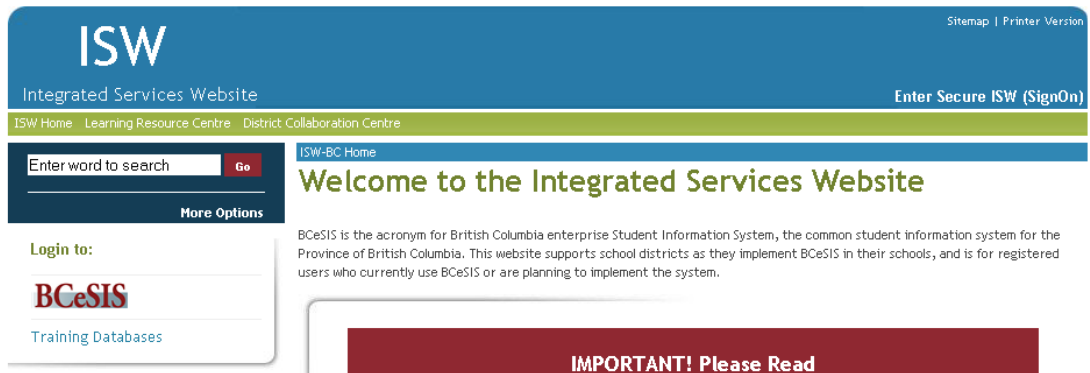
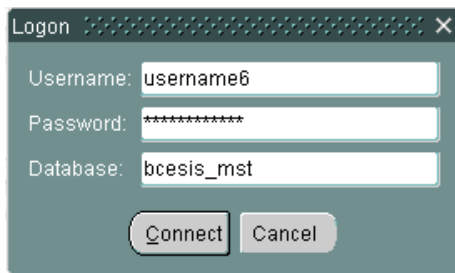


## Logging on to BCeSIS - [www.isw-bc.ca](http://www.isw-bc.ca)

- To log on to the Teacher Assistant, go to the ISW site: [www.isw-bc.ca](http://www.isw-bc.ca)  
Once there, at the left side of the page click on the link: Login to **BCeSIS**



- The first time logging on you will be prompted to install the JInitiator. This may take a little while; just follow the prompts. When the message comes up to install the Active X controller, do so.
- At the Logon prompt complete as shown:



- Things to remember:
  - Username ends with 6
  - Database is: bcesis\_mst
  - 3 failed log-in attempts will lock you out for @ 20 minutes
- To change your password:
  - Remember passwords must be: 8 – 14 characters, contain a digit: 0-9, and contain a special character: \$ # \_
  - Access the “My Preferences” window one of two ways –
    - First: from the menu bar select: Action > My Preferences
    - Or: choose: Setup Options > Preferences
    - Once in the window below, click on Edit User Profile.



Then:

Email is not necessary for password change. Finally, Save:

