

# How to . . . Reset Your Password

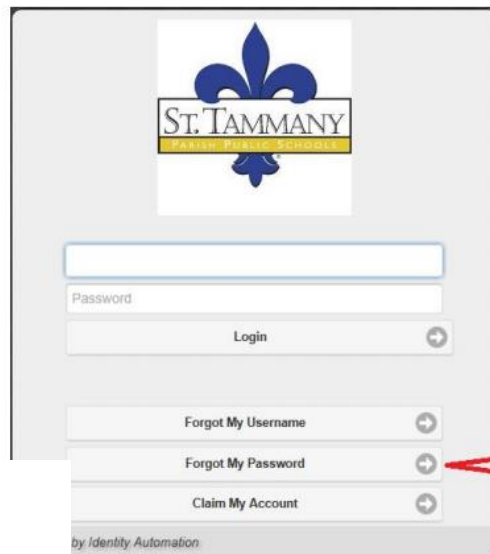


All students entering Salmen High will log into the Identity Automation Service that creates and issues a technology account to use for school purposes. Upon entering the district, students receive an ID number that will also serve as their lunch number and username. Students claim their account one time using this system and set up security questions that will be used to identify the student and allow them to reset their password.

Log in to the computer using the following credentials:

Username: onboard

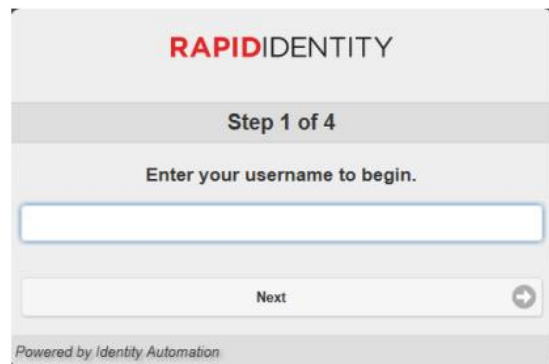
Password: School1234



Click Here to Answer Security Questions and Reset Password.

Step 1:

Enter your username (Student ID number).

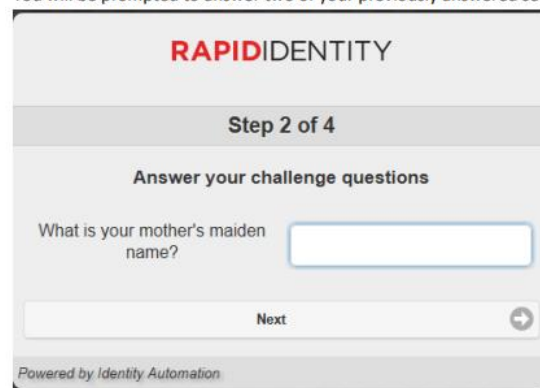


Enter your Student ID number.

Click NEXT.

Step 2:

You will be prompted to answer two of your previously answered security questions.



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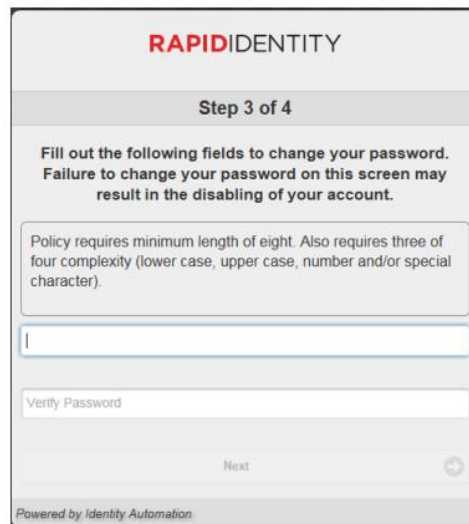
Click NEXT.

At any time you can choose different security questions and change the answers. Select security questions to which you will remember the answers.

What's your favorite food, color, song, book, number, vacay spot, car, pets name?

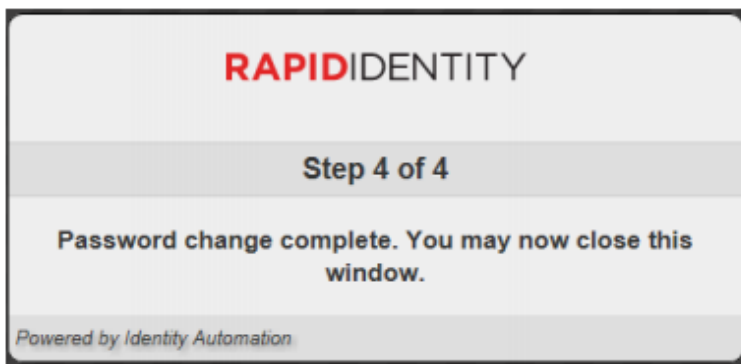
Step 3: You will be prompted to set your new password. The password must contain:

- at least 8 characters
- at least three of the following:
- uppercase letter
- lowercase letter
- number
- special character



The screenshot shows a web interface for 'RAPIDIDENTITY'. At the top, it says 'RAPIDIDENTITY' in red and black. Below that, a grey bar contains 'Step 3 of 4'. The main content area has a warning: 'Fill out the following fields to change your password. Failure to change your password on this screen may result in the disabling of your account.' Below this is a text box with a password policy: 'Policy requires minimum length of eight. Also requires three of four complexity (lower case, upper case, number and/or special character)'. There are two input fields: one for the new password and one labeled 'Verify Password'. At the bottom, there is a 'Next' button with a right arrow icon. The footer says 'Powered by Identity Automation'.

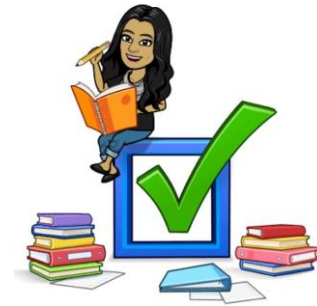
**Click NEXT**



The screenshot shows a web interface for 'RAPIDIDENTITY'. At the top, it says 'RAPIDIDENTITY' in red and black. Below that, a grey bar contains 'Step 4 of 4'. The main content area has a message: 'Password change complete. You may now close this window.' The footer says 'Powered by Identity Automation'.

**\*\*\*ONCE YOU HAVE COMPLETED THE PROCESS, HIT CONTROL/ALT/DELETE AND LOG OFF\*\*\***

\*\*\*If you are at school you can press control/alt/delete on your keyboard and select change password



Please choose security questions you will remember. If you do not remember your security question, please see your friendly librarian ( Ms. Cousin)