

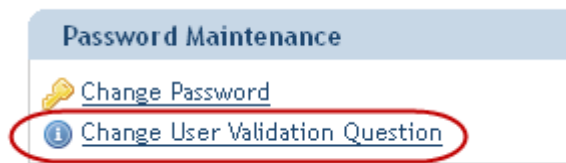
 <p>Department of Education</p>	<p>Forgot Your Password Help</p> <p>Release: v1.1 Date: 10.07.12</p>
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What is this?

The 'Forgot Your Password' function allows you to reset the password for your DOE Single Sign-On account yourself. The use of this function is only possible if you have set up your User Validation Question, from inside the Portal or from HRMIS.

Setting up your User Validation Question

You can set up your User Validation Question via the Portal or HRMIS. To set up your question in the Portal, look for the following link on the left hand side of your Portal home page.




Instructions are provided for this function under the link.

Forgot My Password

If you have set up your User Validation Question and Answer, you can reset your own password right now.



 Department of Education

Forgot Your Password

Correctly answer the question below, then click Next.

User ID **ETEST004**

User Validation Question What was the name of your first pet?

User Validation Answer

Once you correctly answer your saved question, you will be allowed to reset your password.



 Department of Education

Forgot Your Password

Please provide a new password below.
Passwords must meet the following minimum security requirements:

- The password must contain at least 6 characters.
- The password must contain at least 1 digit.
- The password must contain at least 1 upper case character.
- The password must contain at least 1 lower case character.
- The password cannot contain your first name or last name.
- The password cannot contain your school or business unit name.
- You cannot use any of your previous 20 passwords.

User ID **ETEST004**

New Password

Confirm New Password

Passwords set using this screen are bound by the Department's password policy.