

Requesting a New Password on ISEE



Idaho State Department of Education

January 6, 2012



Requesting a New Password on ISEE

This information is presented by the Idaho State Department of Education with the intent of providing the User with a clear understanding on how to request a new password enabling the User to access ISEE (Idaho System for Educational Excellence). This presentation provides step by step instruction on how to request a New Password.

Please note that this process is currently being reworked to make it easier for the end User.

Requesting a New Password

<https://isee.sde.idaho.gov>

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*****Please note the following changes to the Organization selection process*****
Meridian Joint School District users -- select Meridian Joint School District 002
All other School District and Non-District users -- select Other
Idaho Department of Education employees - select SDE

Select Organization
SDE
Meridian Joint School District (002)
Other

System will direct you to the screen noted here.
Select SDE if you are an employee of the St. Dept. of Education.
Select Meridian Joint School District (002) if you are an employee of the MJSD.
Select Other if you are an employee of another school district or educational organization.

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Go to <https://isee.sde.idaho.gov>.

The system will direct you to the screen noted on the slide.

There are now three options to select from:

SDE

Meridian Joint School District (002)

Other

SDE = employees of the State Department of Education

Meridian Joint School District = employees of the Meridian Joint School District (MJSD utilizes ADFS)

Other = all "other" employees that are not from the SDE or the Meridian Joint School District

***Please note that at the current time there is only one school district currently using ADFS; the Meridian Joint School District. As more school districts and

charter schools utilize ADFS, this list will expand.***

The screenshot shows the ISEE login page with the title "Requesting a New Password". It features the Idaho State Department of Education logo and a dropdown menu for "Select Organization". The dropdown menu is open, showing options: "SDE", "Meridian Joint School District (002)", and "Other".

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Requesting a New Password

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The site that you are accessing requires you to sign in. Select your organization from the following list.

*****Please note the following changes to the Organization selection process*****
 Meridian Joint School District users - select Meridian Joint School District 002
 All other School District and Non-District users - select Other
 Idaho Department of Education employees - select SDE

Callout 1: If the User is from SDE, contact the SDE IT Dept. for password reset assistance.

Callout 2: If the User is from the MJSD, contact the MJSD for password reset assistance.

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If the User is from the SDE and needs assistance getting his or her password reset, please have that individual contact the SDE IT Department.

If the User is from the Meridian Joint School District and needs assistance his or her password reset, please have that individual contact the Meridian Joint School District IT Department for assistance.



Requesting a New Password



The site that you are accessing requires you to sign in. Select your organization from the following list.

*****Please note the following changes to the Organization selection process*****

Meridian Joint School District users - select Meridian Joint School District 002

All other School District and Non-District users - select Other

Idaho Department of Education employees - select SDE



If the User is from another educational entity and needs to reset his/her ISEE password, proceed to the following slide.

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If the User is from the SDE and needs assistance getting his or her ISEE password reset, proceed to the following slide.



Requesting a New Password

A screenshot of the IDAHO State Department of Education login page. The page header includes the IDAHO State Department of Education logo and the text "IDAHO STATE DEPARTMENT OF EDUCATION". Below the header is a "Log On" section with the instruction: "Please enter your username and password. If you don't have an account and require access, you may create your account on the [Registration](#) page. There is also a page to assist you if you [lost your password](#)". The "Account Information" section contains two input fields: "User name" and "Password", followed by a "Sign In" button. A callout box with a pink background and a pointer to the "lost your password" link contains the text: "To reset a password, click on the 'lost your password' link." Below the login fields is a section titled "By entering your user name and password you represent that:" followed by a bulleted list of terms and conditions. At the bottom of the page, there is a disclaimer: "Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable."

To reset a password, click on the “lost your password” link.

The screenshot shows the ISEE website's "Request New Password" page. At the top left is the ISEE logo. The main heading is "Requesting a New Password". Below this is a navigation bar with links for "DIVISIONS", "PROGRAMS", "COMMUNICATION", "RESOURCES", "DATA COLLECTION", and "ADMINISTRATORS". The page title is "Request New Password". A callout box on the left states: "After clicking on the 'lost your password' link, you will be directed to the Request New Password page." The main content area includes a "Request New Password" section with instructions: "If you're having trouble logging into your account, you can request a new password. Enter your email address, as well as the two security words, and then click on the 'Request New Password' button. After clicking on the button, you will receive further instructions. You may only use this feature if you are the owner of the account entered below. Information associated with requests for a new password are logged and monitored to assist in preventing abuse of the password reset feature." Below the instructions is an "Email" field containing "cachaba@blackintech.com" with a callout: "Enter your User Name (typically your school district email address)". Underneath is a "Security Words" section with a box showing two words: "feeliug" and "ac3doo". A callout points to this box: "Data enter the security words shown in the box." Below the security words is a "Type the two words" field containing "feeling acedoo" and a callout: "Click on 'Request New Password'". At the bottom of the form is a "Request New Password" button. The footer of the page contains the text "Requesting a New Password" and the number "6".

After clicking on “lost your password” link, you will be directed to the Request New Password page.

Enter your User Name, which is typically your school district email address.

Data enter the security words shown in the box.

Click on “Request New Password” button.

Requesting a New Password

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After clicking on "Request New Password" link, the system will send you this message indicating the request was received.

You will need to access your email account to complete the New Password Process.

This message is being reworked to provide better guidance to the User.

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Lost Password Confirmation

Email Confirmation sent

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650 West State Street, PO Box 83720 Boise, Idaho 83726-0027
Toll Free (800) 432-4001 Local (208) 332-4800 Fax: (208) 334-2228

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After clicking on "Request New Password", the system will send you this message indicating an Email Confirmation has been sent.

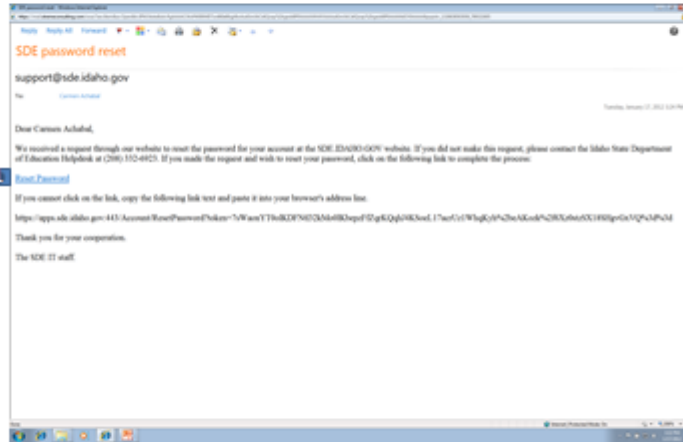
The User will need to access his/her email account listed in his/her registration. The SDE will send the User a message. Within this message, is a link to continue with the password reset process.



Requesting a New Password

This is a copy of the email sent to you.

Click on the "Reset Password" link.



After accessing your email account, look for a message from SDE.

In your email account, the following email message will be found.

To reset your password, click on the "Reset Password" link that is in the email.

After clicking on the "Reset Password" link, you will be directed to the following page.

If the "Reset Password" link does not work, copy and paste the address provided in the email and paste it to a browser address line.

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Request New Password

1 Passwords must meet the following complexity requirements:

- Must be a minimum of 6 characters
- Must contain three of the following elements:
 - Lowercase letter, uppercase letter, digit, symbol (#, \$, & etc.)
- Cannot contain 3 or more consecutive characters from your Email

2 Set Password

Use the form below to set your password.

Email: cachabal@blackintech.com

NewPassword

ConfirmPassword

After clicking the "Reset Password" link, you will be directed to this page.

Type in a new password and confirm the password by entering it again. Click on "Set Password".

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After clicking the "Reset Password" link, you will be directed to the Reset Password page.

Type in a new password that contains an upper case letter, a lower case letter, a digit, and a symbol.

Refer to the slide for specifics on password configuration.

Type the password again for confirmation.

Click on "Set Password" to confirm.

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New Password Complete

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Your password has been set successfully.

After resetting the password, you will receive this message from the system confirming your password has been reset.

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Toll Free (800) 432-4001 Local (208) 332-4800 Fax (208) 334-2228

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After resetting your password, you will receive this message from the system confirming your password has been reset.

Please note the verbiage on this page is being reworked to provide greater assistance to the User.

The screenshot shows the ISEE login page. At the top left is the ISEE logo. To its right, the text reads "Logging On" followed by the URL "https://isee.sde.idaho.gov". Below this is a banner for the Idaho State Department of Education. A callout box on the left says "Select the appropriate educational entity. Click 'Continue to Sign In'". The main content area has a heading "Please note the following changes to the Organization selection process!" and lists three options: Meridian Joint School District users, All other School District and Non-District users, and Idaho Department of Education employees. A dropdown menu is set to "Other" and a "Continue to Sign In" button is visible. Below this is a "Log On" section with fields for "User Name" and "Password", and a "Sign In" button. A second callout box on the right says "You should now be able to log in." At the bottom left, there is a link for "Requesting a New Password". The page number "11" is at the bottom right.

When logging on to <https://isee.sde.idaho.gov>, the system will ask you to designate if you from the SDE, Meridian Joint School District, or Other.

Use the drop down menu and click on “Continue to Sign In”.

Now you should be able to log in.

Enter your User Name (email) and password. Click on “Sign In”.

The screenshot shows the ISEE Portal Page with the following elements and callouts:

- Top Left:** ISEE logo (Idaho Statewide Educational Improvement System).
- Top Center:** "Logging On" and the URL <https://isee.sde.idaho.gov>.
- Callout 1:** "If you can get to this page, you are registered and have successfully entered the Idaho Educational Portal." (Points to the URL).
- Callout 2:** "Applications will vary depending on what each User has access to." (Points to the "MY APPLICATIONS" section on the right).
- Callout 3:** "User can click to access Schoolnet." (Points to the "Click Here to Access Schoolnet" button in the "ISEE INSTRUCTIONAL MANAGEMENT SYSTEM" section).
- Bottom Left:** "Requesting a New Password" link.
- Bottom Right:** Page number "12".

If you can reach the ISEE Portal Page, you have successfully logged in- Congratulations.

From here you can click on the applications you are provisioned to access. Please keep in mind the list of applications will vary from User to User.

Each User can click on the Schoolnet button to access Schoolnet. Access will depend on the User's schoolnet role. User will need to have his/her User Name (Email address) mapped to their Person Name (which is tied to their EDUID), in order to properly access Schoolnet.

If you can log on but can't access any SDE applications, check with your School District to see what applications you have been given access to.

We hope this ppt has provided you with the information needed to successfully reset your password.



Assistance



SDE IT Support Desk Email:
support@sde.idaho.gov

SDE IT Support Desk:
208.332.6923

If you are still unable to log in, reset your password, or encounter other technical difficulties please contact the SDE support desk.

Thank you.