

Moline-CV New Employee Password Setup Using Ssrpm Service

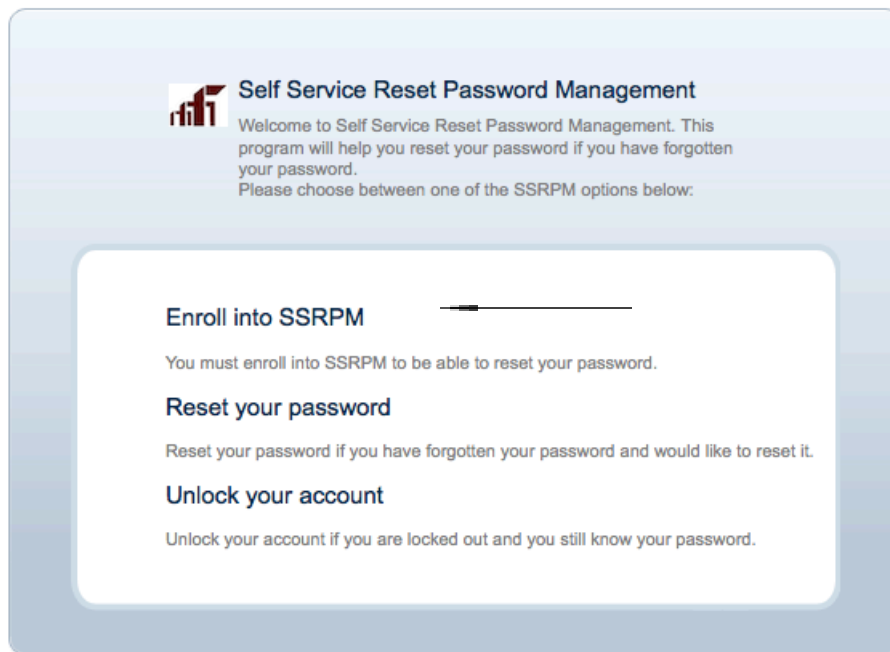
All new Moline-Coal Valley School District employees with network accounts **must** change their passwords. Passwords must be reset before they can use email. EdTech has installed a system allowing employees to reset forgotten passwords by answering a series of personal questions. This system will allow employees to reset their passwords.

Please see the following instructions. If you have any questions about this procedure, please email edtech@molineschools.org.

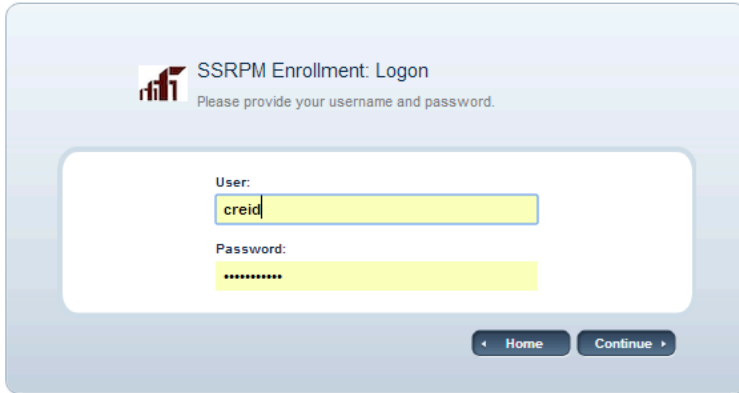
Enrolling

The questions created during enrollment will be used to verify staff accounts so that all staff can reset or unlock their own accounts. **EdTech will direct all password requests to this system.**

1. Visit the following link: <http://ssrpm.molineschools.org>
2. Click the "Enroll into SSRPM" link.



3. Enter your account name, which is the first part of your school district email address.
4. Enter your account default password. (Note the first letter of the password is capitalized.)
 - a. Example:
 - i. First Initial (capitalized), Next 4 of the last name followed by 8989 followed by an !.
 1. Name: Barry Goldberg
 2. Username: bgoldber (8 max)
 3. Password: Bgol8989!



SSRPM Enrollment: Logon

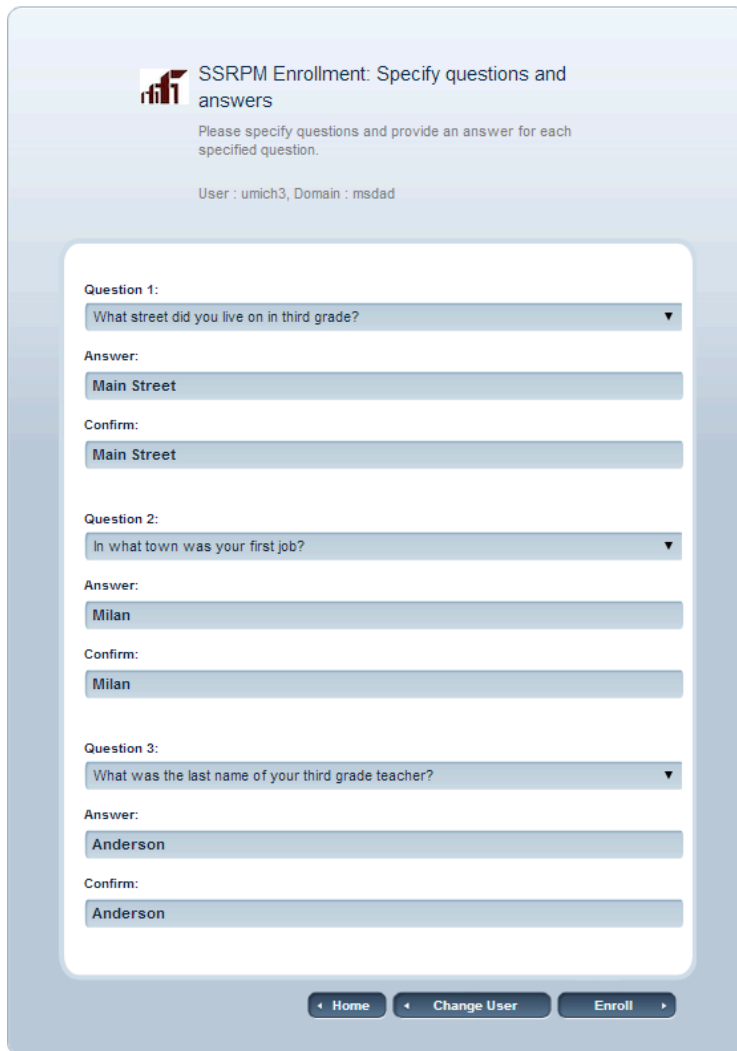
Please provide your username and password.

User:
creid

Password:

< Home Continue >

5. Click "Continue".
6. Choose three security questions and answers to each question. Make sure these are questions that can be answered in the future.



SSRPM Enrollment: Specify questions and answers

Please specify questions and provide an answer for each specified question.

User : umich3, Domain : msdad

Question 1:
What street did you live on in third grade?

Answer:
Main Street

Confirm:
Main Street

Question 2:
In what town was your first job?

Answer:
Milan

Confirm:
Milan

Question 3:
What was the last name of your third grade teacher?

Answer:
Anderson

Confirm:
Anderson

< Home < Change User Enroll >

7. Click "Enroll".
8. **Now reset your password**, click Home and then "Reset your password" You will be required to answer your security questions first.

9. You can now use your Moline Coal Valley email account with your new password mail.molineschools.org

10. Email edtech@molineschools.org with any questions related to this procedure.