

## CUSD303 Password Portal

### **Staff use:**

The password portal is designed to facilitate self-service password changes, and provide staff members the ability to unlock their network account. When using the portal for the first time, a staff member **MUST** complete the portal user registration by simply entering their current username and password, selecting two security questions, and entering the associated answers to the questions chosen. Answers to these security questions are *not* case sensitive and should be something that the staff member will remember. After the initial registration, the staff member may use the portal any time they forget their password or if they wish to change their password. The portal may be accessed via the URL using any internet connected device either inside or outside of the district.

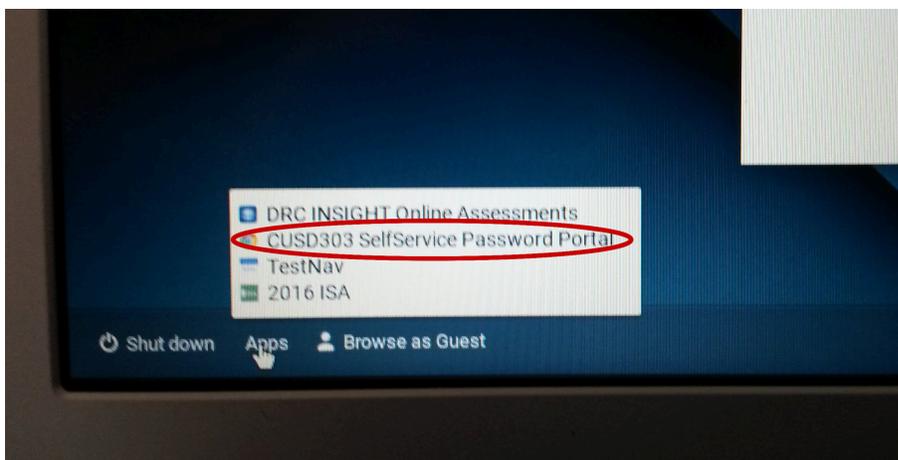
**If the staff member does not know their current password and has not registered for the portal, they will need assistance from an IT staff member.**

The password portal can be reached via a web browser (any device) or a Kiosk App on a district owned chromebook (in district or out of district).

**Staff Passwords require a minimum of 12 characters.** Current security recommendations suggest using a passphrase rather than a password.

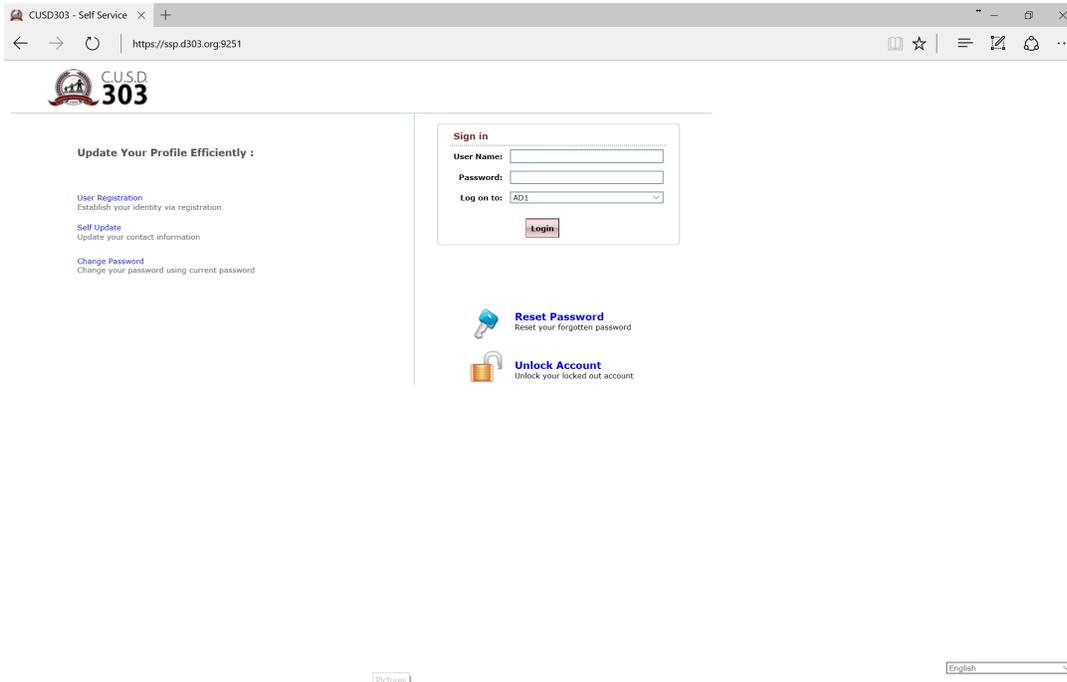
### **Accessing the portal via the Kiosk App on a chromebook:**

Before logging into the chromebook, <CLICK> on “Apps” in the lower left corner of the screen, select “CUSD303 SelfService Password Portal”

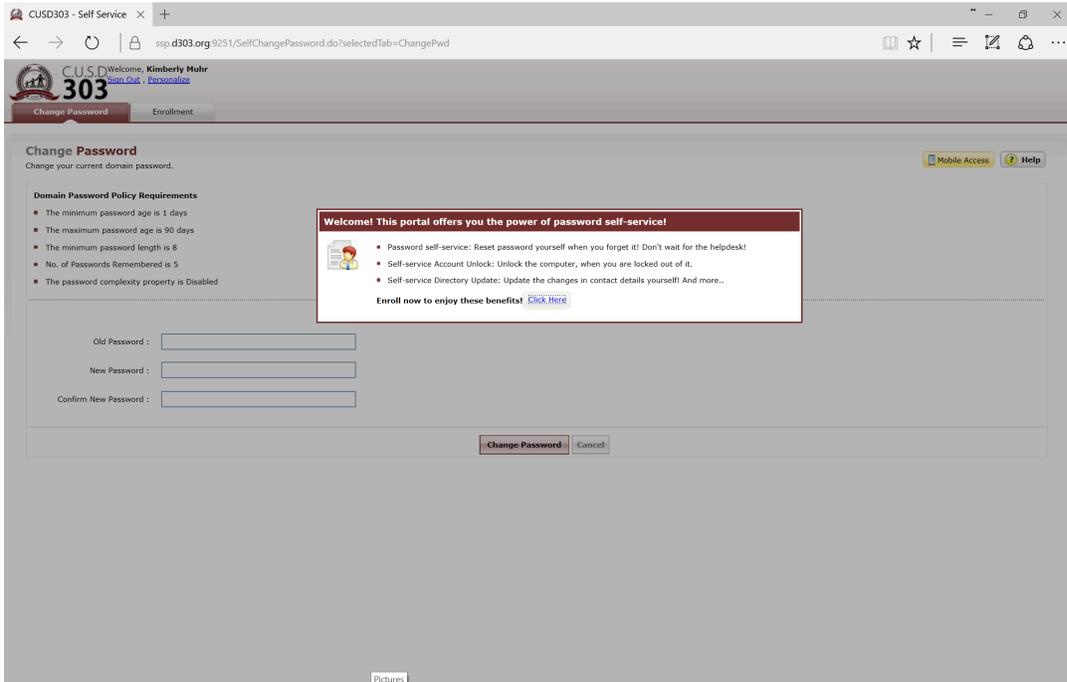


## Accessing the portal via a browser (any device):

<https://ssp.d303.org:9251>



To sign In to the portal a user can use either their Student ID number, A or M number or their login used for Google Apps (aka email address).



Staff members **MUST** enroll first. <CLICK> on “Click Here”

Select the questions and type your answers twice. <CLICK> “Enroll” Now you can reset your password, clear a lock out, reset a forgotten password.

CUSD303 - Self Service

ssp.d303.org/9251/Enrollment.do?selectedTab=Enrollment

Welcome, Kimberly Muhr  
[Sign Out](#) [Personalize](#)

Change Password **Enrollment**

### User Registration

The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.

[Mobile Access](#) [Help](#)

#### Security Questions

**Length Specification**

- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

**Register Your Security Que & Ans**

Que:

Que:

Hide Answer(s)

**Enroll**