

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.

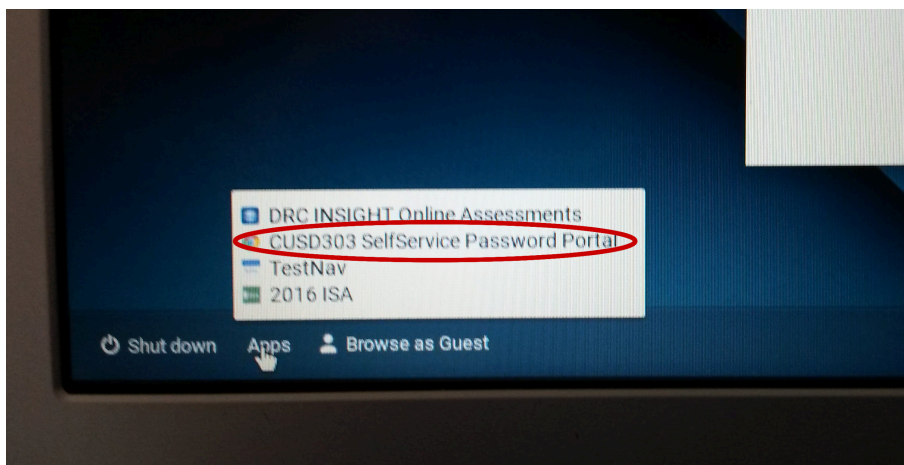
If the staff member does not know their current password and has not registered for the portal, they will need assistance from an IT staff member.

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.

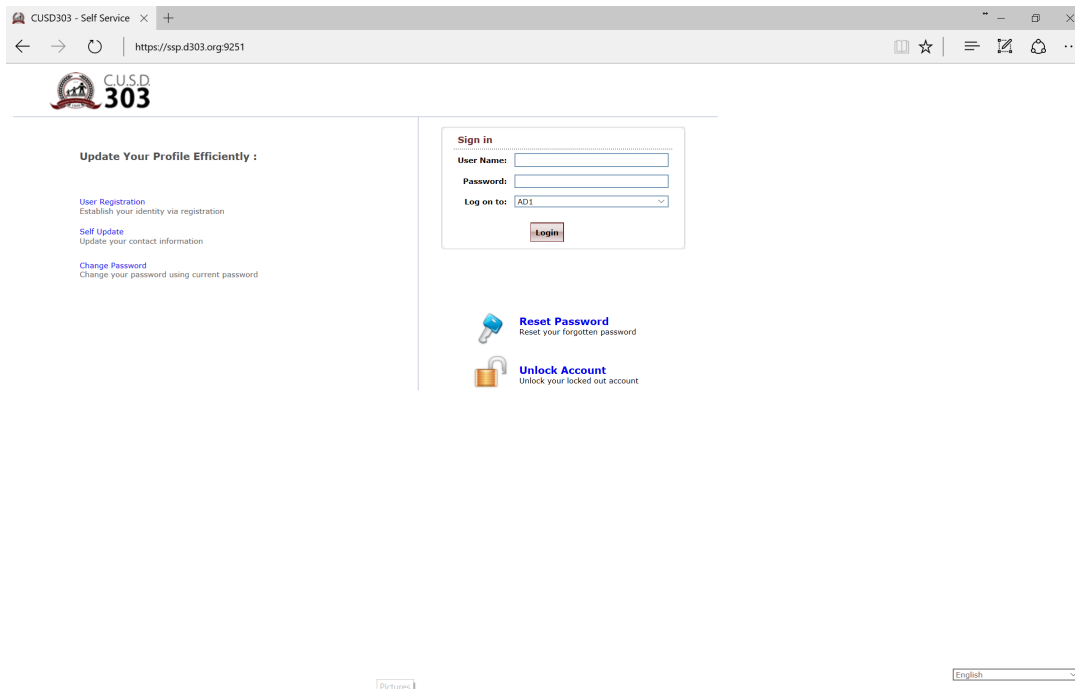
Accessing the portal via the Kiosk App on a chromebook:

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



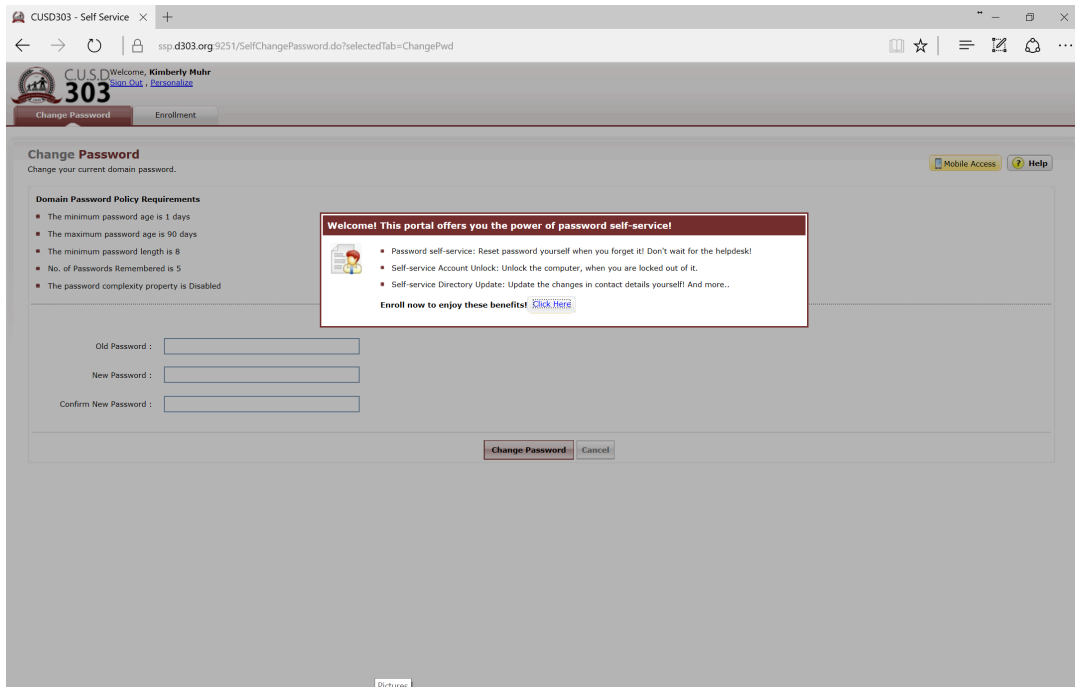
Accessing the portal via a browser (any device):

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



The screenshot shows the CUSD 303 Self Service portal homepage. The browser address bar displays "https://ssp.d303.org:9251". The page features the CUSD 303 logo and a navigation menu with links: "User Registration" (Establish your identity via registration), "Self Update" (Update your contact information), and "Change Password" (Change your password using current password). A "Sign in" box contains fields for "User Name", "Password", and a "Log on to:" dropdown menu set to "AD1", with a "Login" button below. Below the sign-in box are links for "Reset Password" (Reset your forgotten password) and "Unlock Account" (Unlock your locked out account). A "Pictures" button is visible at the bottom right, and a language dropdown menu is set to "English".

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).



The screenshot shows the "Change Password" page of the CUSD 303 Self Service portal. The browser address bar displays "ssp.d303.org:9251/SelfChangePassword.do?selectedTab=ChangePwd". The page features a "Welcome, Kimberly Muhr" message and a "Sign Out" link. A "Change Password" button is visible. The "Domain Password Policy Requirements" section lists: "The minimum password age is 1 days", "The maximum password age is 90 days", "The minimum password length is 8", "No. of Passwords Remembered is 5", and "The password complexity property is Disabled". A "Welcome! This portal offers you the power of password self-service!" message box contains a list of benefits: "Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!", "Self-service Account Unlock: Unlock the computer, when you are locked out of it.", and "Self-service Directory Update: Update the changes in contact details yourself! And more..". Below the message box are input fields for "Old Password", "New Password", and "Confirm New Password". A "Change Password" button and a "Cancel" button are at the bottom right. A "Pictures" button is visible at the bottom right, and a language dropdown menu is set to "English".

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.

The screenshot shows a web browser window with the address bar displaying "ssp.d303.org:9251/Enrollment.do?selectedTab=Enrollment". The page header includes the CUSD303 logo and a welcome message for Kimberly Muhr, with links for "Sign Out" and "Personalize". Below the header, there are two tabs: "Change Password" and "Enrollment", with "Enrollment" being the active tab. The main content area is titled "User Registration" and contains a sub-section "Security Questions". Under "Security Questions", there is a "Length Specification" note stating that the minimum length of the answer(s) should be 5 characters and the maximum allowed is 255 characters. Below this, there is a section titled "Register Your Security Que & Ans" which contains two identical sets of input fields. Each set starts with a "Que:" label followed by a dropdown menu showing "Please Select a Question". Below the dropdown are two text input fields labeled "Answer" and "Confirm Answer". At the bottom of the "Security Questions" section, there is a checkbox labeled "Hide Answer(s)" which is currently checked. At the very bottom of the page, centered, is a button labeled "Enroll".

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)