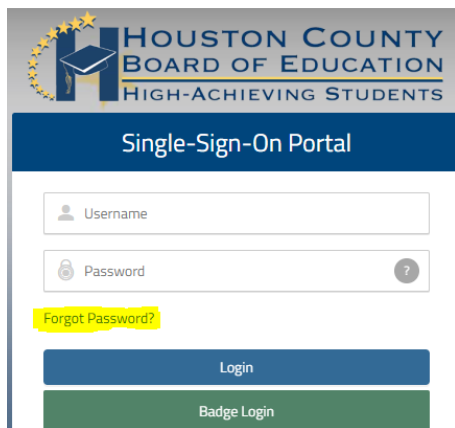


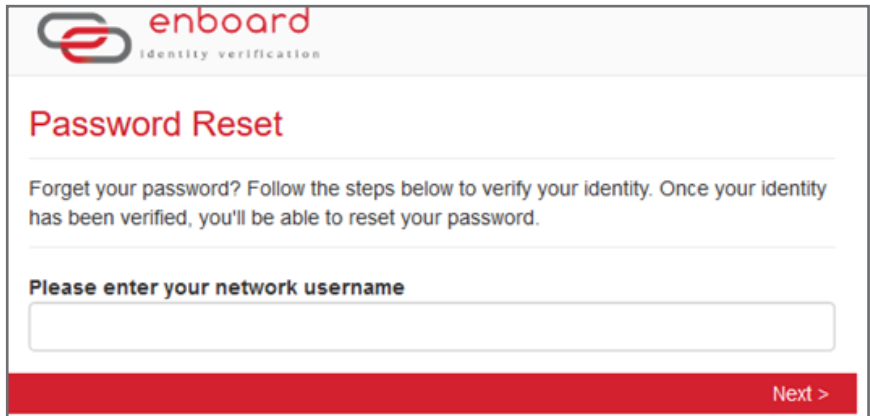
PASSWORD RESET INSTRUCTIONS FOR EMPLOYEES

If your password has expired, login to the SSO portal and you will automatically be prompted to reset your password. If you have forgotten your password, follow the steps below.

- 1 To begin the process of resetting your password, you can click the “Forgot Password?” link on the portal login page. You’ll then be asked to enter your district network username.



The screenshot shows the login page for the Houston County Board of Education. At the top left is the logo with the text "HOUSTON COUNTY BOARD OF EDUCATION HIGH-ACHIEVING STUDENTS". Below the logo is a blue header with "Single-Sign-On Portal". The main area contains a "Username" input field, a "Password" input field with a question mark icon, and a yellow "Forgot Password?" link. At the bottom are two buttons: "Login" (blue) and "Badge Login" (green).



The screenshot shows the "enboard identity verification" page. The title is "Password Reset". Below the title is a message: "Forget your password? Follow the steps below to verify your identity. Once your identity has been verified, you'll be able to reset your password." There is a text input field with the prompt "Please enter your network username". At the bottom right is a red button labeled "Next >".

- 2 Once you've entered your username, you can choose from a list of identity verification methods.

Select Verification Method

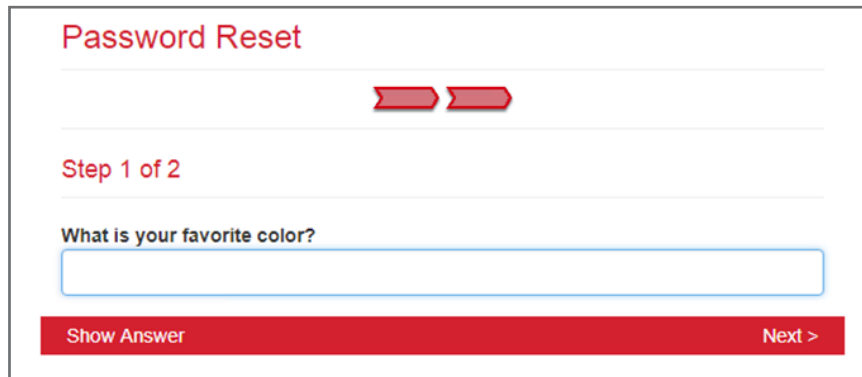
There are multiple ways you can use to verify your identity. Please choose a method below.

Select a Verification Method

- Answer Questions
- PIN

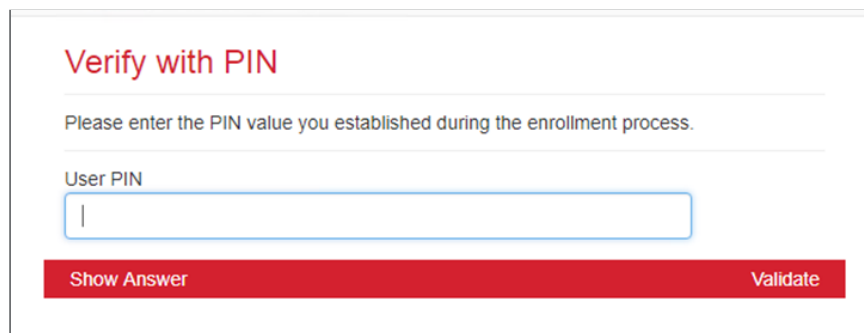
Continue

- 2-a** **Security Questions:** If you choose this option, you'll be directed to answer the required number of security questions you previously set answers to.



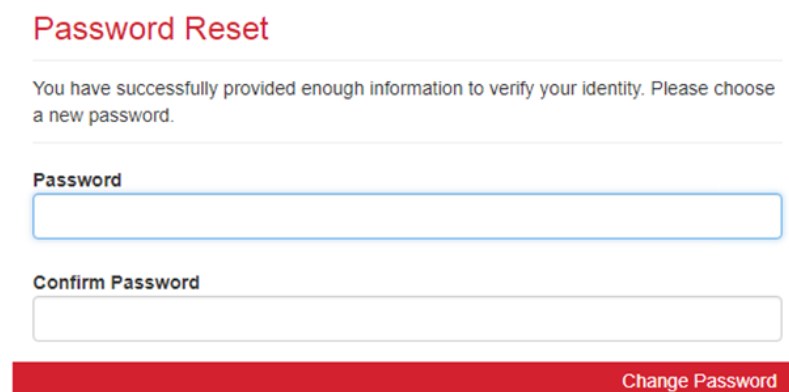
The screenshot shows a 'Password Reset' interface. At the top, the title 'Password Reset' is displayed in red. Below the title, there are two red arrow icons pointing right. Underneath, it says 'Step 1 of 2'. The main question is 'What is your favorite color?' followed by a text input field. At the bottom, there is a red bar with two buttons: 'Show Answer' on the left and 'Next >' on the right.

- 2-b** **PIN Code:** If you choose this option, you'll be directed to where you can enter the PIN code set during registration.



The screenshot shows a 'Verify with PIN' interface. The title 'Verify with PIN' is in red. Below it, the instruction 'Please enter the PIN value you established during the enrollment process.' is shown. There is a label 'User PIN' above a text input field. At the bottom, a red bar contains two buttons: 'Show Answer' on the left and 'Validate' on the right.

- 2-c** Once the system confirms that you've verified your identity with one of the above options, you'll be redirected to the password reset screen.



The screenshot shows a 'Password Reset' interface. The title 'Password Reset' is in red. Below the title, the message 'You have successfully provided enough information to verify your identity. Please choose a new password.' is displayed. There are two text input fields: the first is labeled 'Password' and the second is labeled 'Confirm Password'. At the bottom, a red bar contains a button labeled 'Change Password'.

If your password reset is successful, a confirmation screen will be displayed. From there you'll be able to navigate to the login screen where you can sign in with your new password.