

When your password is reset, or an account is newly created, you will be prompted to change your temporary password immediately.

1. Please log on with your temporary password.

2. You will get a screen that has a message:

Error: You must change your password before you can continue.

Here you must enter your temporary password in the first box and then enter your new password twice, once in each of the next two boxes.

The new Password that you create must:

- ... Contain at least 8 characters
- ... Contain a combination of alpha and numeric characters
- ... Contain upper and lower case letters
- ... Not be a previously used Password

For additional security it is suggested that you:

- ... Use special characters, such as spaces, hyphens, and underscore
- ... Do not use any form of your User ID

3. These screens will only appear when your account is first created or your password has been reset.

This information pertains to the following applications:

BEDS-IMF-VADIR Application

Examination Request System

GED Application

GED Phone Users

IHRS Main Menu

State Aid Management System (SAMS)

Contract for Excellence

Mandated Services Aid

State Education Department Delegated Account System (SEDDAS)

New York State Student Identification System (NYSSIS)

Title One

Information and Reporting Services Portal (IRSP)

American Recovery and Reinvestment Act (ARRA) Reporting System

District Safety Plan Tracker (SPT)

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