SELF SERVICE RESET PASSWORD MANAGEMENT (SSRPM)

"Self Service Reset Password Management" (SSRPM) is now available for users to reset their own GISD password when it is forgotten or expired.

SSRPM will enable a user to reset their password by answering a set of security questions. When the questions are answered correctly, the user is allowed to do a password reset.

Initially, users will sign into SSRPM with their current user name and password and "Enroll" to set up their own security questions and answers. All questions and answers are stored encrypted. You will not be asked to change your password at this time.

Once security questions and answers have been set up, you will be able to use SSRPM to:

Enroll	**Use this option to set up or change security questions to be questions you select. (You will need to know your current password to use this option.)**
Forgot my password	**Reset your password if you have forgotten your password and would like to reset it. (You will need to have enrolled and set your security questions to use this option.)**
Change password	**Use this option if you want to change your password. (You will need to know your current password to use this option.)**

SSRPM – Security Questions Setup

1. Go to the following website link: https://gisdumra.georgetownisd.org
   Or click on the link on the Georgetown ISD website "For Staff" page.

2. Select "Enroll"

3. Enter your current GISD username and password then select "Next"
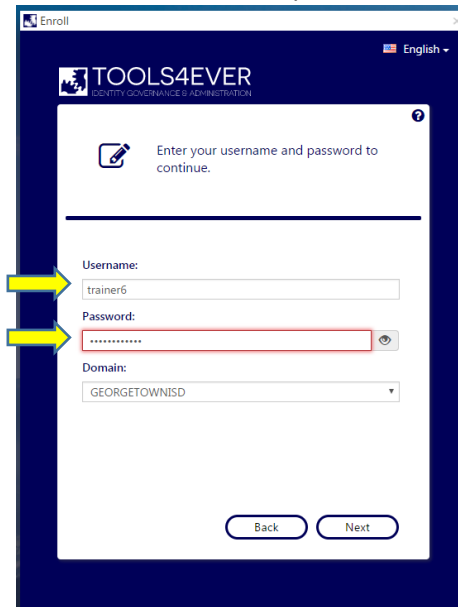
4. **CHOOSE YOUR OWN QUESTIONS!**

On this page users will set up their own personal security questions. (These will be the questions you will be asked to answer when you visit this site to reset your password.)

All fields will be empty when this page initially opens. Users type in questions they choose for their security questions.

For each question
- Type the question into the "Question:" field,
- Then type the answer to that question in both the "Answer:" and the "Confirm:" fields.

Each question must be different and an answer can only be used for one question.

REMEMBER: Answers to these questions will be case sensitive.   You will need to remember what letters were capitalized.

After entering 3 questions and 3 answers, select "Next"
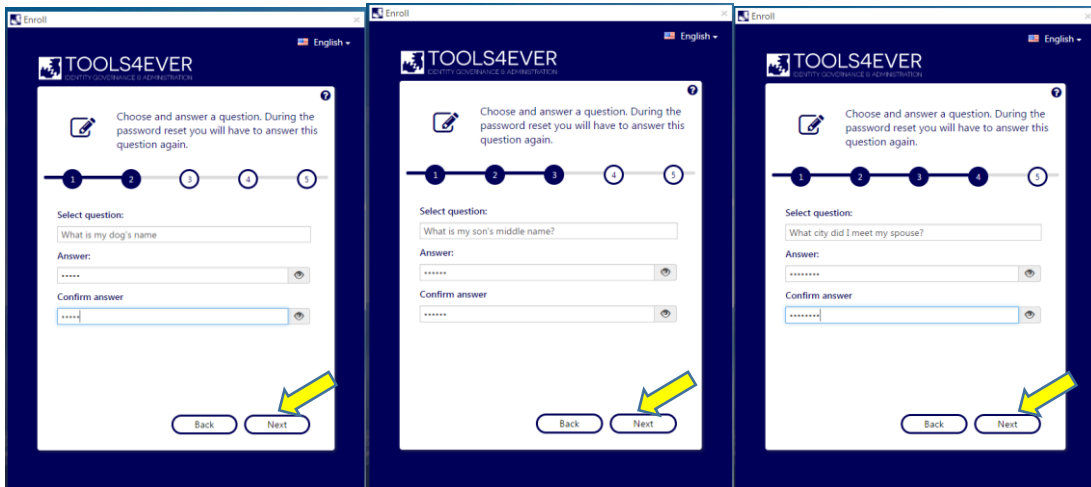
5. After completing the questions and answers successfully, you will see SSRPM "You are now enrolled" page.

Select "OK"

You have successfully completed the setup of your security questions for SSRPM.

SSRPM – Change Your Password

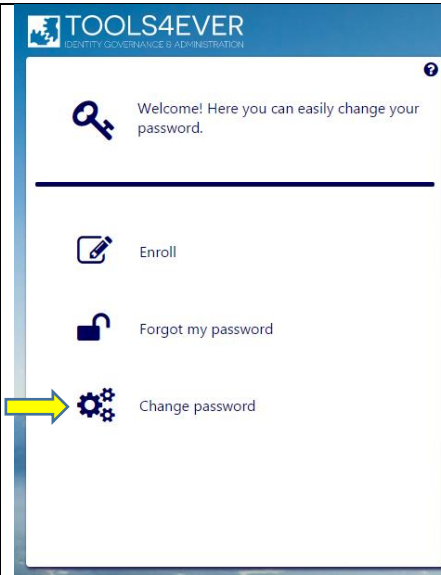|	
1. Select "Change Password"	
2. Enter your current GISD username and password then select "Next"	
3. Enter your new password. You will be asked to enter it twice. Your new password must be at least 8 characters long and contain at least 1 number.	
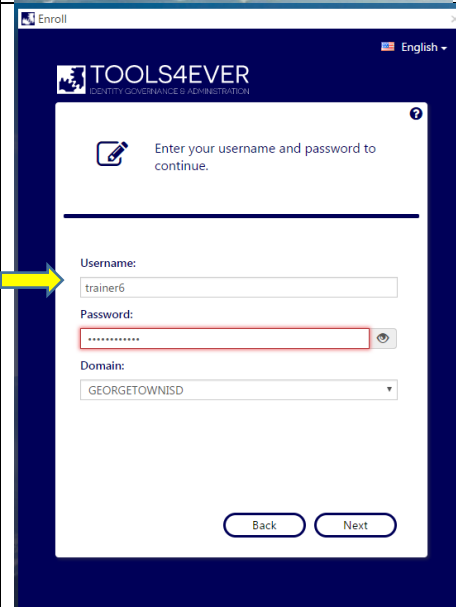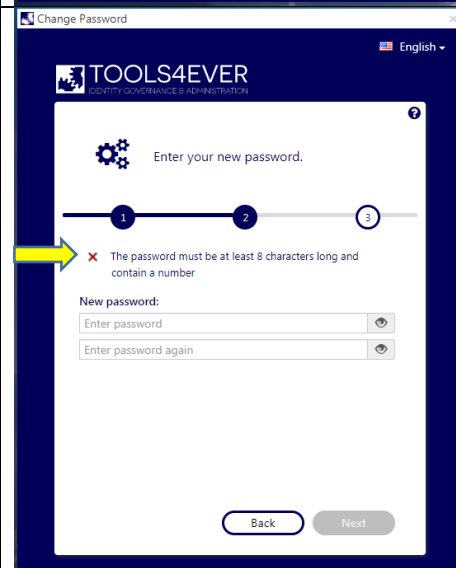
4. When your new password is at least 8 characters you will see a green check mark. Click Next.	
5. After entering your new password correctly, you will see SSRPM message "Change password complete" page. Select "OK".	

SSRPM – Forgot my Password

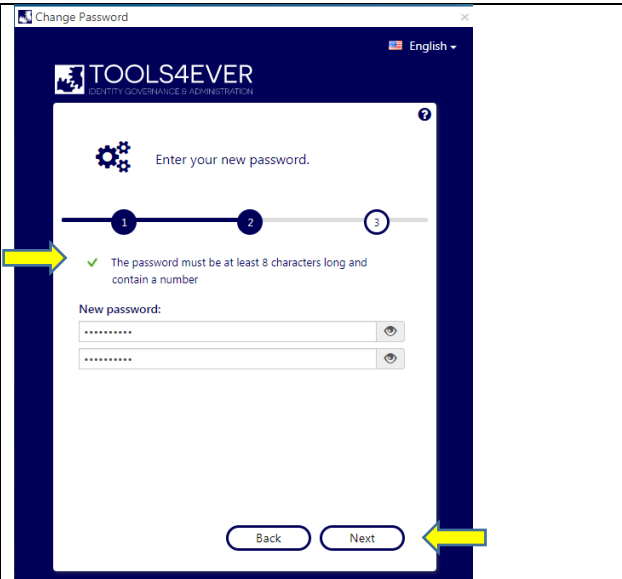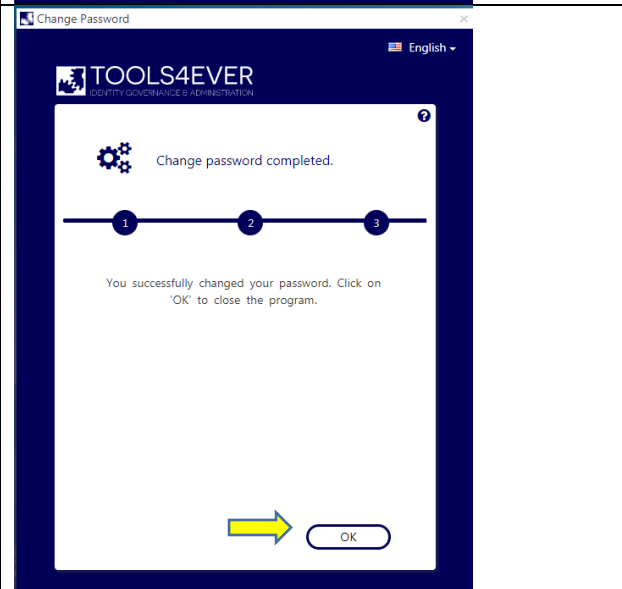|	
1. Select "Forgot my password"	
2. Enter your current GISD username then select "Next"	
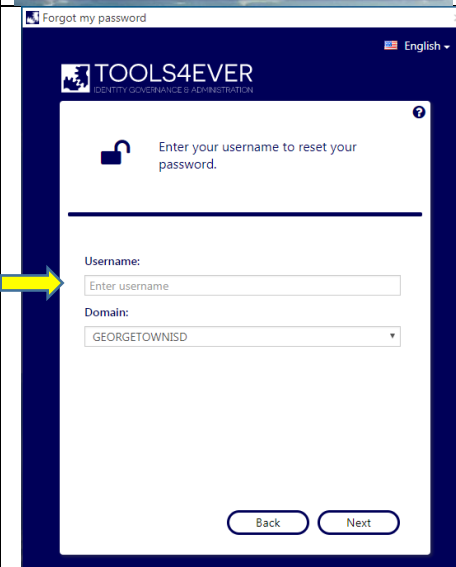
3. You will be asked to answer your security questions. Click "Next" after each answer.
 	
If you did not change your questions by following the 'Enroll' section. You will be asked to answer 3 default questions.
   1. Last 4 of your SSN
   2. Birthdate MMDDYYYY
   3. You employee ID (it is the number on your ID badge)	

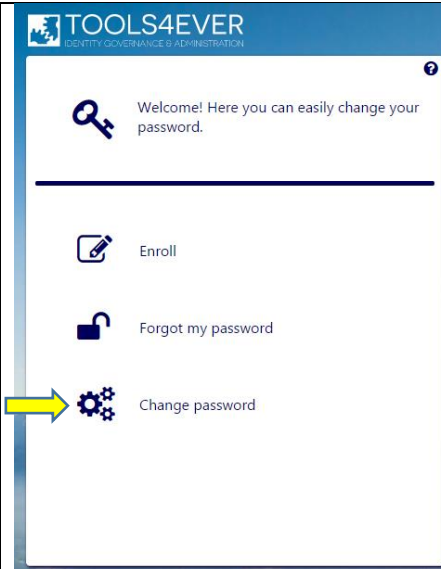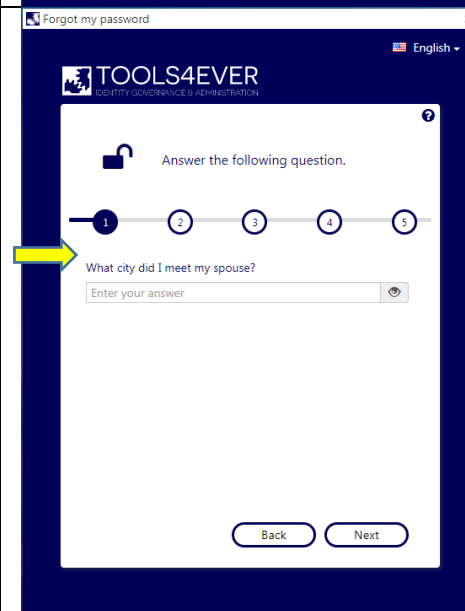|	
4. After you have answered all 3 questions correctly. You will be asked to enter your new password twice. When your new password is at least 8 characters you will see a green check mark. Click Next.	Change Password — English ▾ **TOOLS4EVER** IDENTITY GOVERNANCE & ADMINISTRATION ❓ ⚙️ Enter your new password. ①————②————③ ✓ The password must be at least 8 characters long and contain a number New password: •••••••••• 👁 •••••••••• 👁 Back Next
6. After entering your new password correctly, you will see SSRPM message "Reset completed" page. Select "OK".	Forgot my password — English ▾ **TOOLS4EVER** IDENTITY GOVERNANCE & ADMINISTRATION ❓ 🔓 Reset completed ①——②——③——④——⑤ You successfully reset your password. Click on 'OK' to close the program. OK

If you have any questions please contact the GISD Technology Helpdesk at 512-943-5005 (x5005) or enter an Eduphoria technology request.

In the future if you need to change or reset your password or change your security questions, please visit the SSRPM main page - https://gisdumra.georgetownisd.org