



# SELF SERVICE RESET PASSWORD MANAGEMENT (SSRPM)

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“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.

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

 Enroll	<b>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.)</b>
 Forgot my password	<b>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.)</b>
 Change password	<b>Use this option if you want to change your password. (You will need to know your current password to use this option.)</b>

# 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.

The screenshot shows the Georgetown ISD website's staff portal. At the top, the logo and name "GEORGETOWN ISD" are displayed, along with the tagline "Home of the most inspired students, served by the most empowered leaders." Navigation tabs include District Info, Schools, Departments, Careers, Volunteers & Mentors, Parents, Staff (selected), and Students. The main content area is titled "Frequently Used Employee Applications & User Guides" and features icons for Google (Gmail, Calendar, Drive, Docs), Office 365 (Mail, Word Online, Excel Online, PowerPoint Online, OneDrive), and other web applications like Skyward Student, Skyward HR/Finance, Aesop, and Eduphoria. A right-hand sidebar lists "All Staff Resources" with a scrollable list of links. The link "SSRPM (Password Reset)" is circled in red and highlighted with a yellow arrow. Below the main content, there is a printer icon and a link to "Click Here to Add a Printer".

Home > Staff > GISD For Staff

### Frequently Used Employee Applications & User Guides

Google

Gmail Calendar Drive Docs

Office 365

Mail Word Online Excel Online PowerPoint Online OneDrive

Office365 Learning Center | GISD Tutorials | Office for Mobile Devices

### Other Web Applications

Skyward Student Skyward HR/Finance Aesop Eduphoria School Objects

Skyward Student Management Gradebook Food Service  
Skyward Employee/Finance/HR User Guides Includes Viewing Payroll & Leave Information  
Aesop (Use Skyward Time Off for absence entry first)  
AESOP Staff Guide  
AESOP Sub Guide  
Eduphoria User Guides

### Employee Handbook

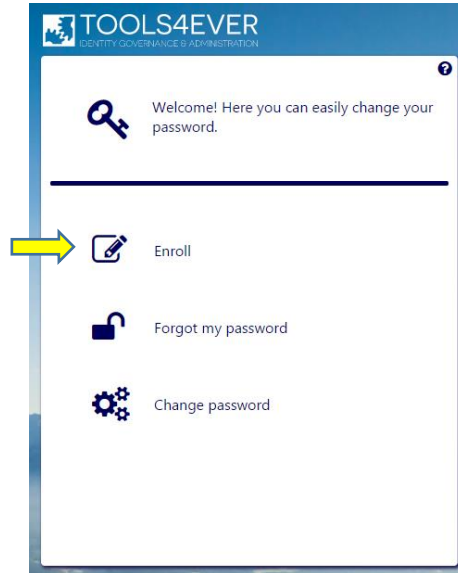
2017-2018 Employee Handbook

Click Here to Add a Printer

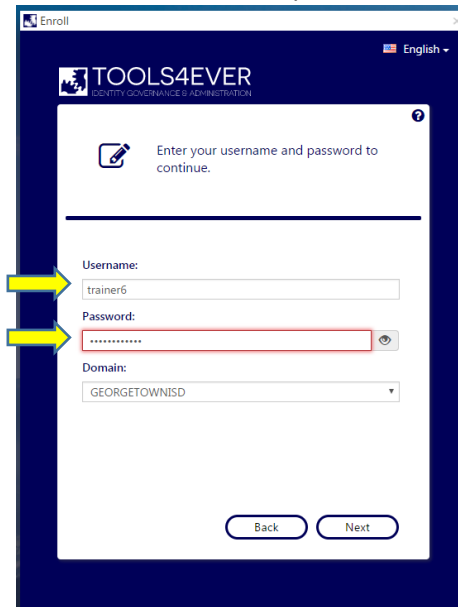
### All Staff Resources

- AESOP (Absences)
- Benefits
- Calendars - Academic
- Calendars - Employee
- Certify
- ClassLink
- Cognos Reporting
- ConnectED (McGraw Hill) via ClassLink
- Curriculum Documents for Teachers
- Destiny
- Discovery Education Streaming via ClassLink
- Edmodo for GSD
- Eduphoria
- Email
- EMC Bookshelf via ClassLink
- Employee Perks
- Employee Handbook
- Going Google
- Goodheart-Willcox (GW) Publisher via ClassLink
- iCEV via ClassLink
- Laserfiche Forms
- Laserfiche
- Lightspeed Login for Staff iPads
- Maintenance Work Orders Online
- Microsoft Office 365 via ClassLink
- Naviance
- On Data Suite
- Payroll Information
- Pearson EasyBridge via ClassLink
- SchoolMessenger
- Skyward HR/FINANCE
- Skyward STUDENT LIVE
- Skyward STUDENT TRAINING
- Smart Tag
- SSRPM (Password Reset)**

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.

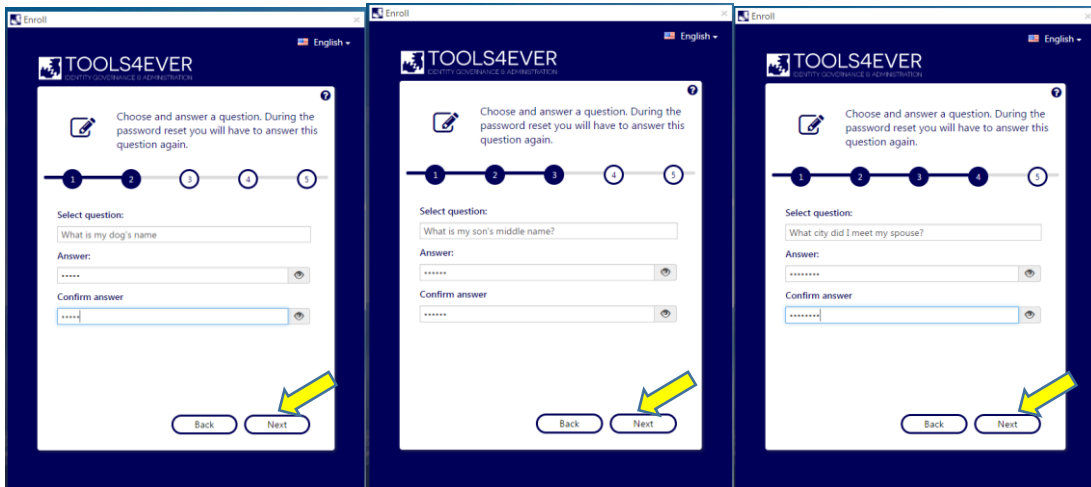
For each question

- 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.

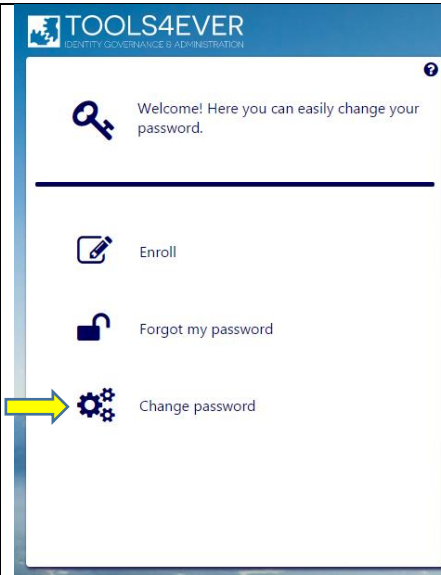
Select “OK”



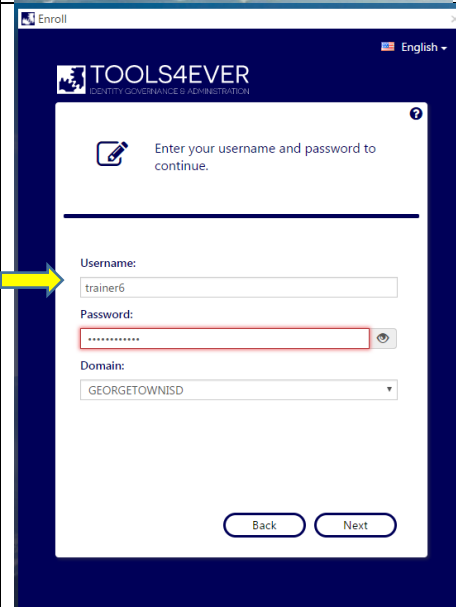
You have successfully completed the setup of your security questions for SSRPM.

## SSRPM – Change Your Password

1. Select “Change Password”

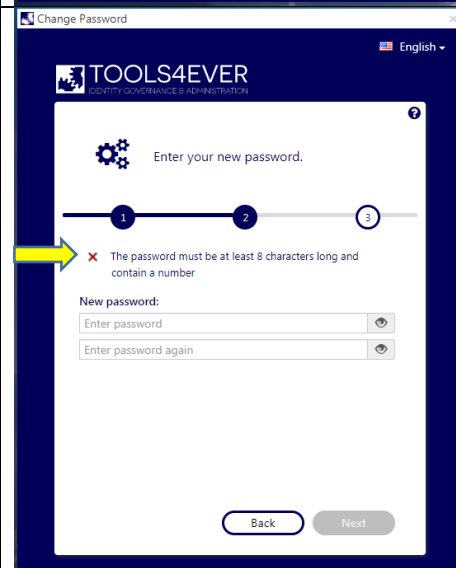


2. Enter your current GISD username and password then select “Next”



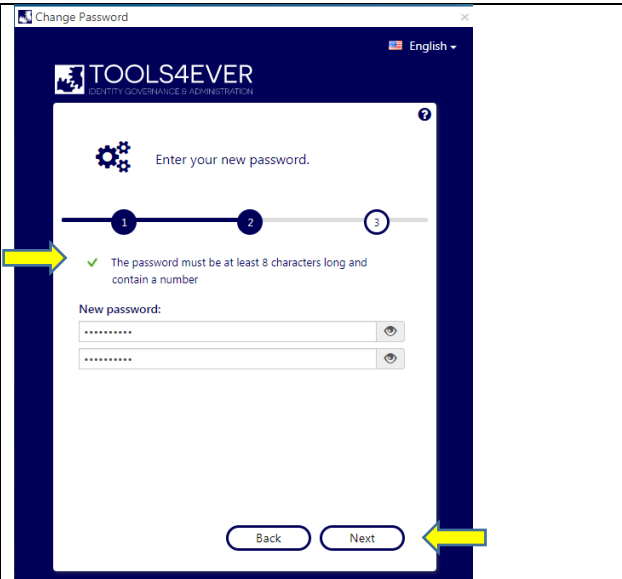
3. Enter your new password. You will be asked to enter it twice.

Your new password must be at least 8 characters long and contain at least 1 number.



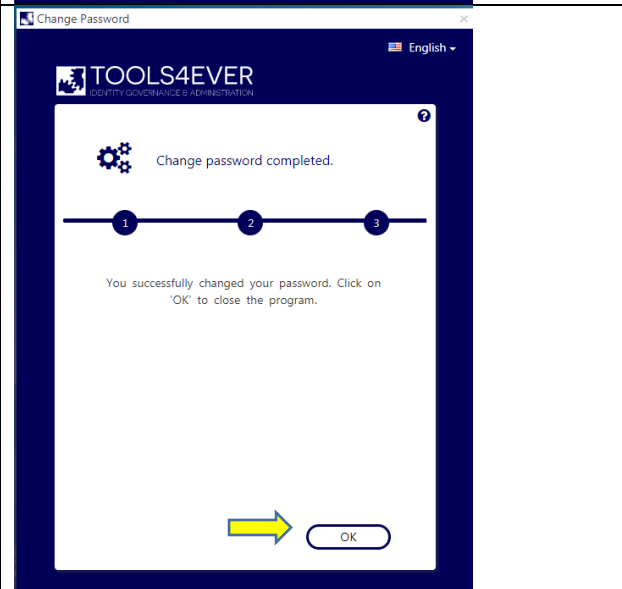
4. When your new password is at least 8 characters you will see a green check mark.

Click Next.



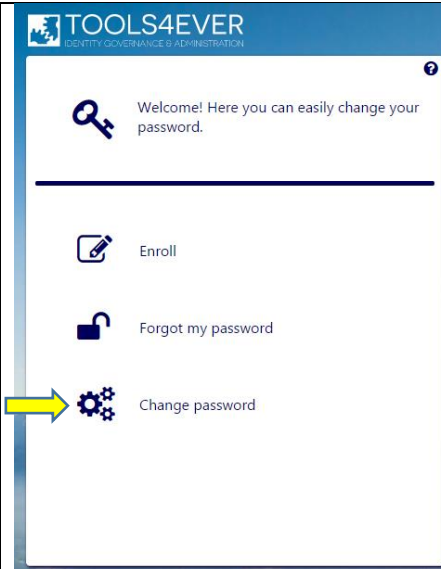
5. After entering your new password correctly, you will see SSRPM message "Change password complete" page.

Select "OK".

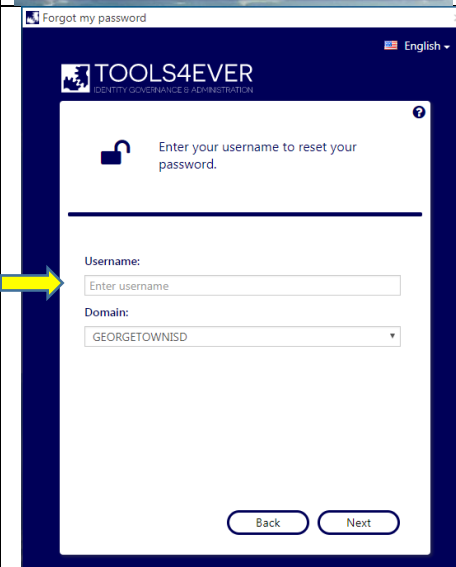


## SSRPM – Forgot my Password

1. Select “Forgot my password”



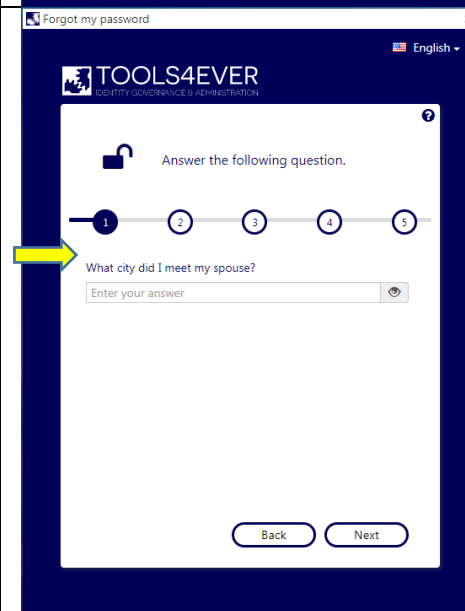
2. Enter your current GISD username then select “Next”



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. Your 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

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

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>