

Instructions and screenshot for Login and Reset Security Question

REMEMBER LOGIN:

User Login ID: PXXXXXXXXX

Entry format example: P00012345

In the above example, the personnel number is 12345 (5 digits), therefore 3 leading zeros need to be added in order to make up the 8 digits

Password: Mmddyyyy!

(first time users only)

Entry format example: Ja011956!

Mm - first letter of birth month upper case J, second letter of birth month lower case a (Ja)

dd - 2-digit birth date (02)

yyyy – 4-digit birth year (1956) followed by an '!'

RESET SECURITY QUESTION:

1. Click on Reset Password.

Welcome

User ID *

Password *

Log on

Reset Password

Reset Security Question

Enterprise Resource Planning Department

ERP Support Center: 754-321-8120

BROWARD'S INNOVATIVE TOOL FOR EDUCATION

FORGOT PASSWORD?

CAN'T LOGIN?

LOCKED OUT?

MORE THAN 5 ATTEMPTS WILL LOCK YOU OUT

CLICK "Reset Password" LINK UNDER LOG ON BUTTON

FOLLOW STEPS TO RESET AND EXIT

RE-ENTER BRITE PORTAL & LOGIN

One Business System for Broward Schools

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SAP

2. Enter your Personnel number and click the Continue link.

SAP

Exit Help

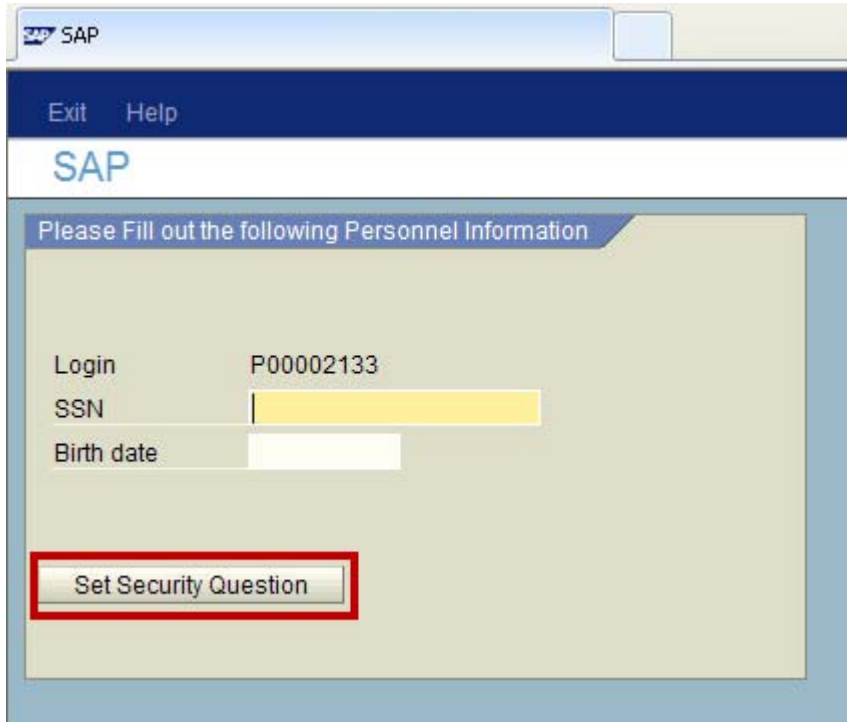
SAP

Enter your Login Id

Login

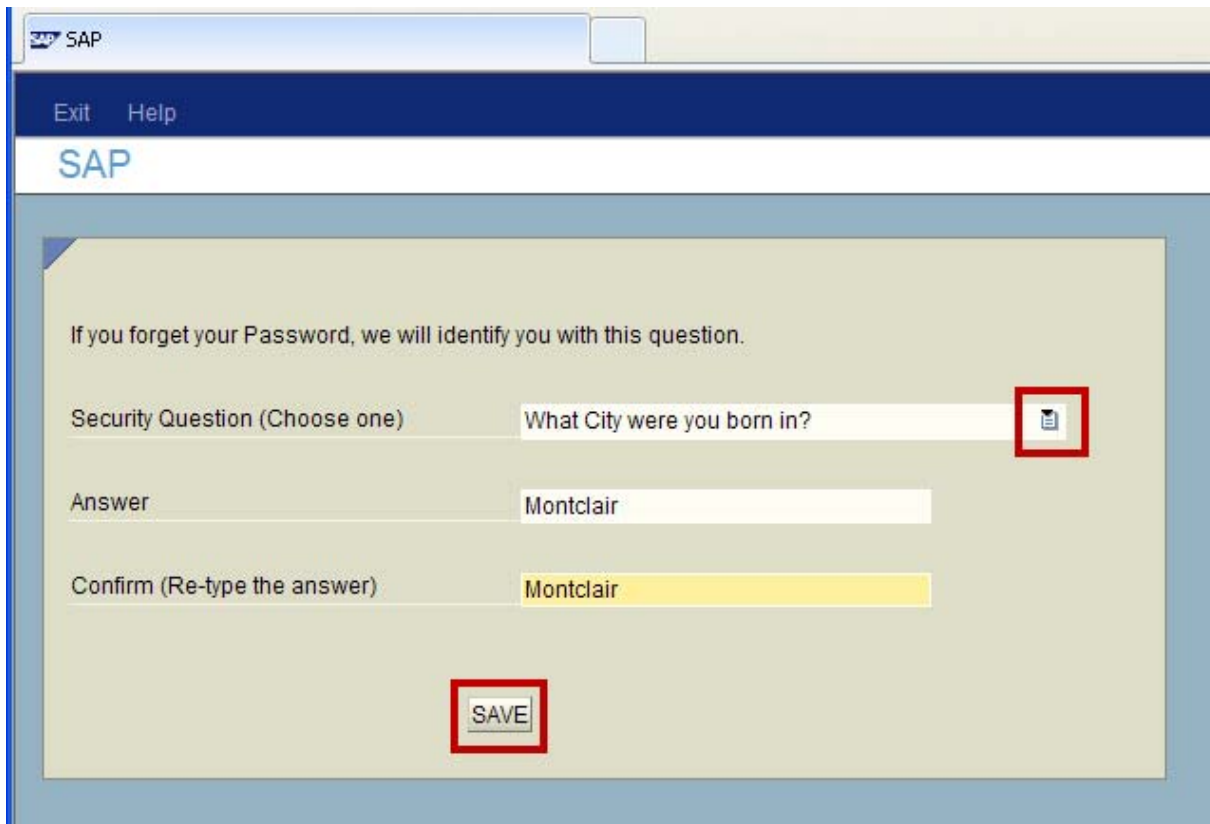
Continue

3. Enter your SSN and Birth date then click the Set Security Question link.



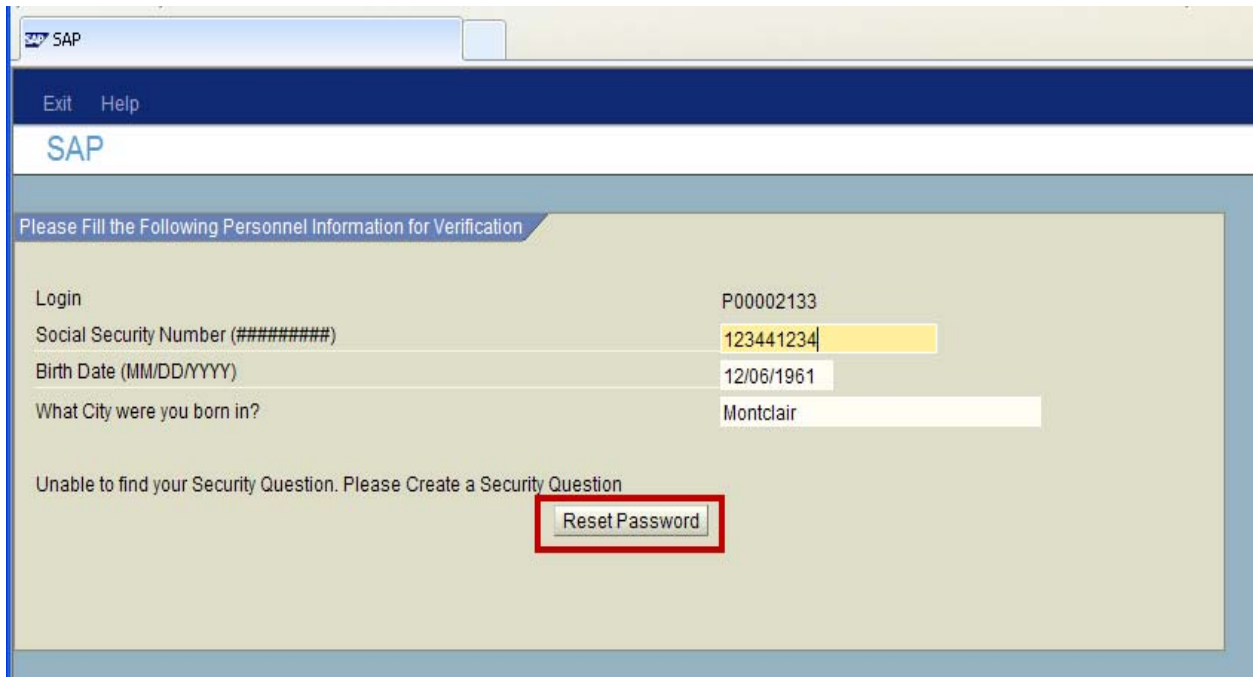
The screenshot shows the SAP user interface. At the top, there is a blue header with the SAP logo and the text 'SAP'. Below this is a dark blue bar with 'Exit' and 'Help' links. The main content area has a light blue header that says 'Please Fill out the following Personnel Information'. Below this header, there are three input fields: 'Login' with the value 'P00002133', 'SSN' with a yellow highlight, and 'Birth date' with a white highlight. At the bottom of the form, there is a button labeled 'Set Security Question' which is highlighted with a red rectangular border.

4. Choose a Security Question from the Drop Down on the right, type in your answer and Confirm by re-typing the answer, then click SAVE.



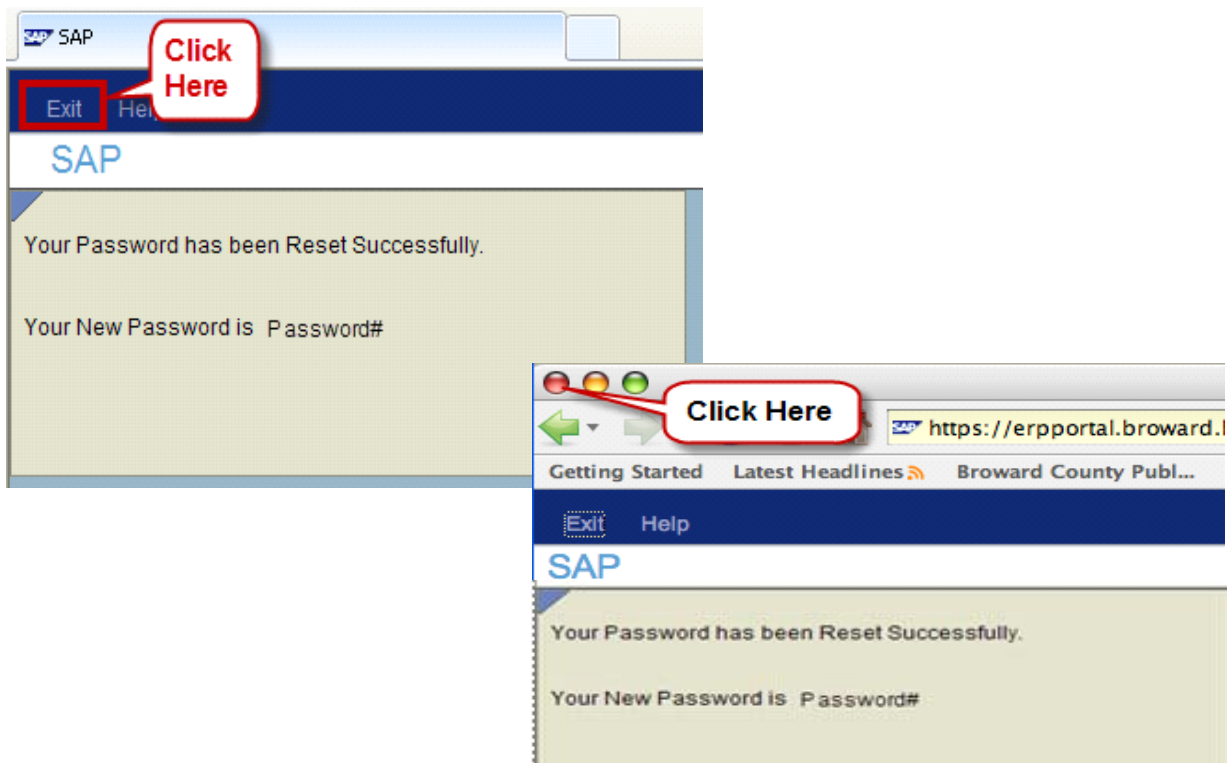
The screenshot shows the SAP user interface for setting a security question. At the top, there is a blue header with the SAP logo and the text 'SAP'. Below this is a dark blue bar with 'Exit' and 'Help' links. The main content area has a light blue header that says 'If you forget your Password, we will identify you with this question.' Below this header, there are three input fields: 'Security Question (Choose one)' with a dropdown menu showing 'What City were you born in?' and a red square icon to its right, 'Answer' with the value 'Montclair', and 'Confirm (Re-type the answer)' with the value 'Montclair'. At the bottom of the form, there is a button labeled 'SAVE' which is highlighted with a red rectangular border.

5. Enter SSN and Birth Date and click the Reset Password link.



A screenshot of a web browser window displaying the SAP password reset verification page. The browser's address bar shows 'SAP'. The page has a dark blue header with 'Exit' and 'Help' links. Below the header is the SAP logo. The main content area is titled 'Please Fill the Following Personnel Information for Verification'. It contains a form with the following fields: 'Login' (P00002133), 'Social Security Number (#####)' (123441234), 'Birth Date (MM/DD/YYYY)' (12/06/1961), and 'What City were you born in?' (Montclair). Below the form, there is a message: 'Unable to find your Security Question. Please Create a Security Question'. A 'Reset Password' button is highlighted with a red rectangular box.

6. Click Exit (PC) or Red Exit button (MAC). Then go back to the ERP Website and re-enter the ERP Portal.



A screenshot of a web browser window showing the SAP password reset success message. The browser's address bar shows 'https://erpportal.broward.'. The page has a dark blue header with 'Exit' and 'Help' links. Below the header is the SAP logo. The main content area displays the message: 'Your Password has been Reset Successfully.' and 'Your New Password is Password#'. A red callout box with the text 'Click Here' points to the 'Exit' button in the header. In the foreground, there is a smaller, semi-transparent version of the same browser window, also showing the success message and the 'Click Here' callout pointing to the 'Exit' button.

7. Enter your Personnel # and Password# in the Password field, then click on the Log on link

Welcome

User ID *
Password *

Log on
Reset Password
Reset Security Question

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SAP

8. Enter the required information shown below and click Change. (Remember, your Old Password is Password#)

Welcome

Password has expired

Change Password

User ID
Old Password
New Password
Confirm Password

Change **Cancel**

Password Rules

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"In SAP, if you give someone your password, you give them **access to view** your personal information (ex. SS#, insurance, beneficiaries), **as well as the ability to change sensitive data** (e.g. bank information, W2 information, etc.)"