

## Instructions and screenshot for Login and Reset Security Question

### REMEMBER LOGIN:

**User Login ID:** PXXXXXXXX

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 PASSWORD:

1. Click on Reset Password.

**Welcome**

User ID \*

Password \*

[Log on](#)

[Reset Password](#)

[Reset Security Question](#)

Enterprise Resource Planning

Support Center:  
754-321-8120

**BRITE**

BROWARD'S INNOVATIVE TOOL FOR EDUCATION

- [FORGOT PASSWORD?](#)
- [CAN'T LOGIN?](#)
- [LOCKED OUT?](#)

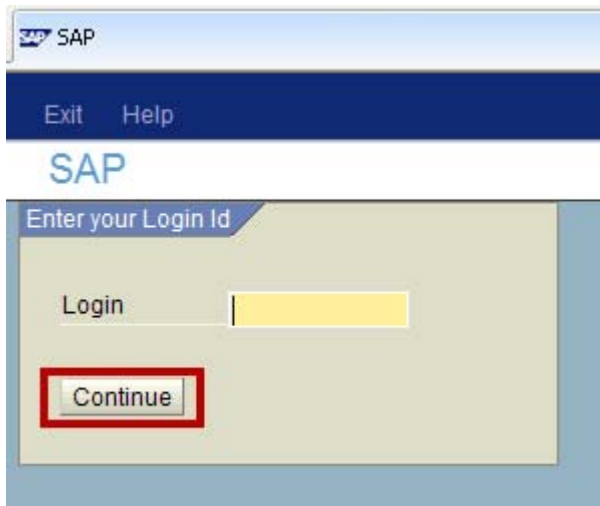
MORE THAN 5 ATTEMPTS WILL LOCK YOU OUT

- CLICK "Reset Password" LINK UNDER LOG ON BUTTON
- FOLLOW STEPS TO RESET AND EXIT
- RE-ENTER BRITE PORTAL & LOGIN

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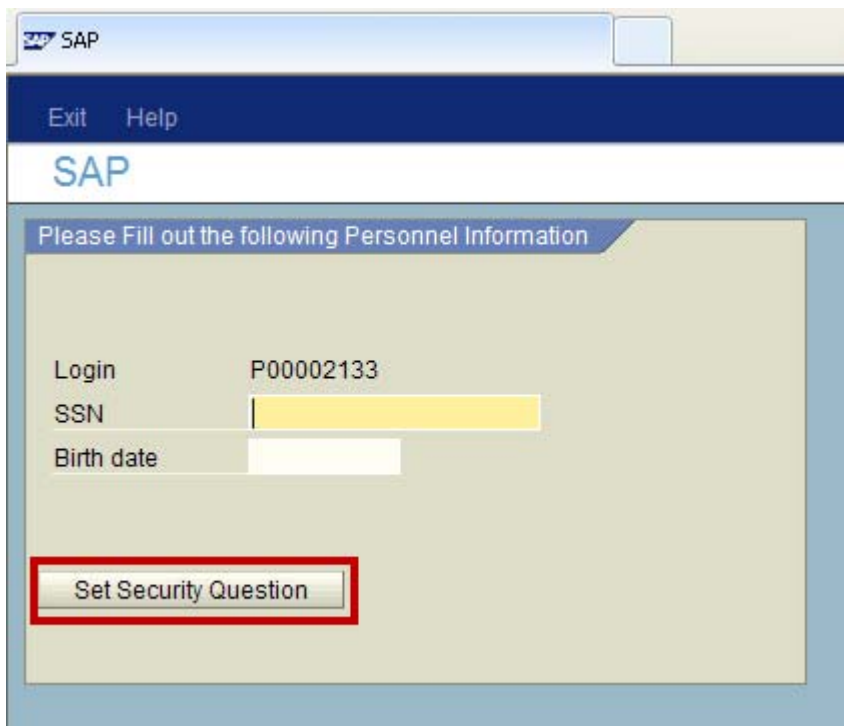
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2. Enter your Personnel number and click on the Continue link.



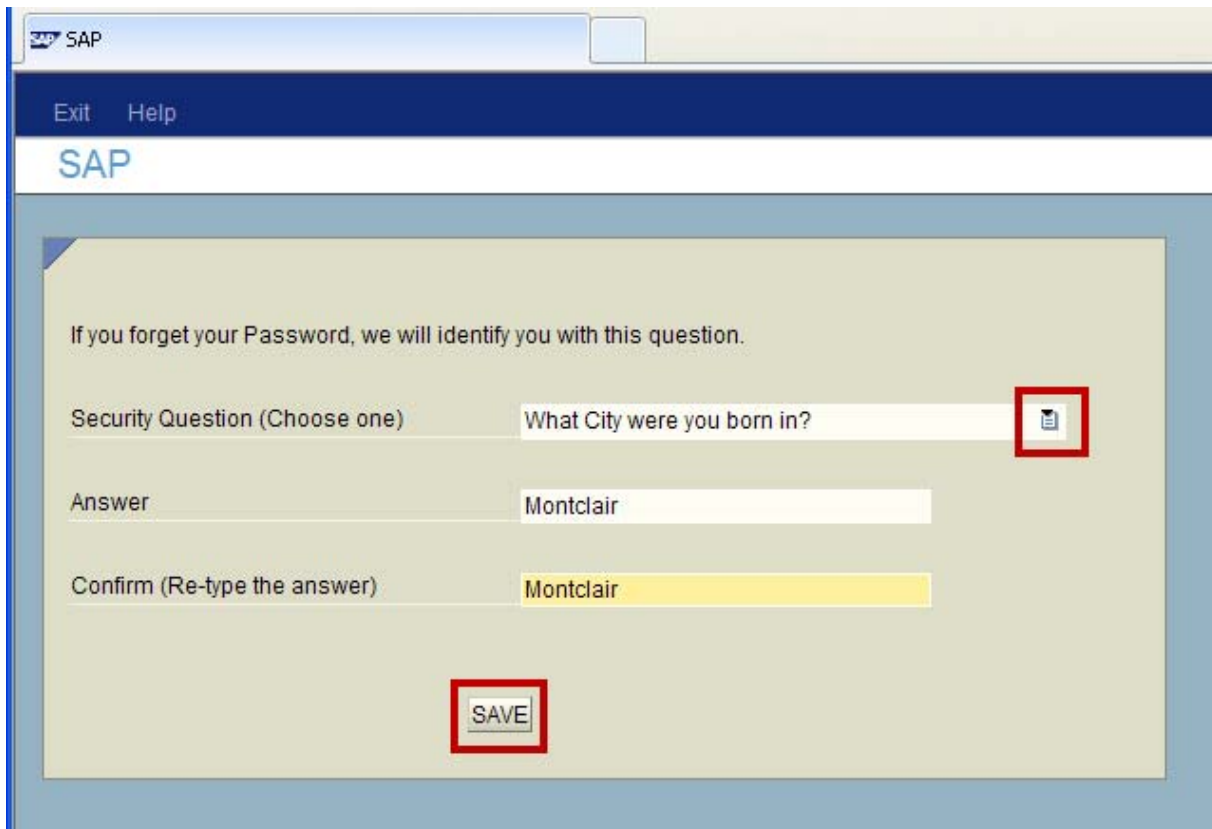
The screenshot shows the SAP login interface. At the top, there is a blue header bar with the SAP logo and the text 'SAP'. Below this is a dark blue navigation bar with 'Exit' and 'Help' links. The main content area has a light blue header with the text 'Enter your Login Id'. Below this header, there is a 'Login' label followed by a yellow input field. Below the input field is a button labeled 'Continue', which is highlighted with a red rectangular border.

3. Enter your SS# and Birth date then click on the Set Security Question link.



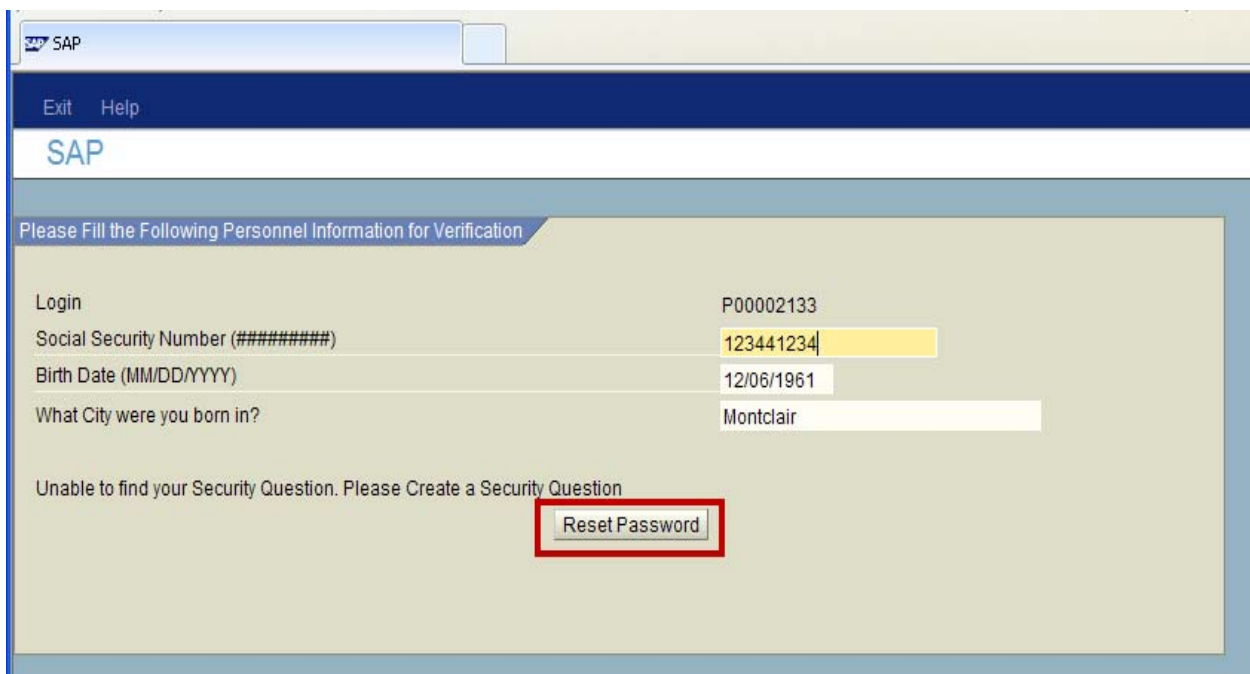
The screenshot shows the SAP personnel information screen. At the top, there is a blue header bar with the SAP logo and the text 'SAP'. Below this is a dark blue navigation bar with 'Exit' and 'Help' links. The main content area has a light blue header with the text 'Please Fill out the following Personnel Information'. Below this header, there are three input fields: 'Login' with the value 'P00002133', 'SSN' with a yellow input field, and 'Birth date' with a white input field. Below the input fields 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.



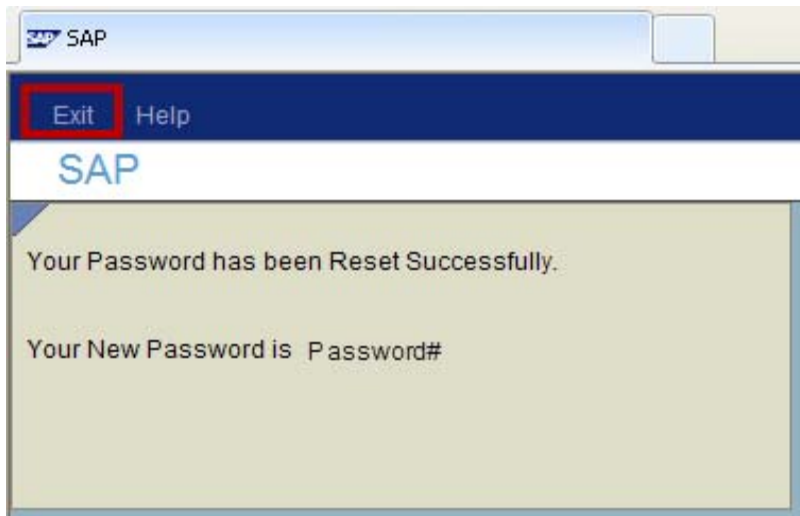
The screenshot shows the SAP Security Question setup interface. At the top, there is a navigation bar with 'Exit' and 'Help' links. Below this, the SAP logo is displayed. The main content area contains the following text: 'If you forget your Password, we will identify you with this question.' Below this text are three input fields: 'Security Question (Choose one)' with the value 'What City were you born in?', 'Answer' with the value 'Montclair', and 'Confirm (Re-type the answer)' with the value 'Montclair'. A red box highlights the dropdown arrow on the right side of the 'Security Question' field. At the bottom center, there is a 'SAVE' button, also highlighted with a red box.

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

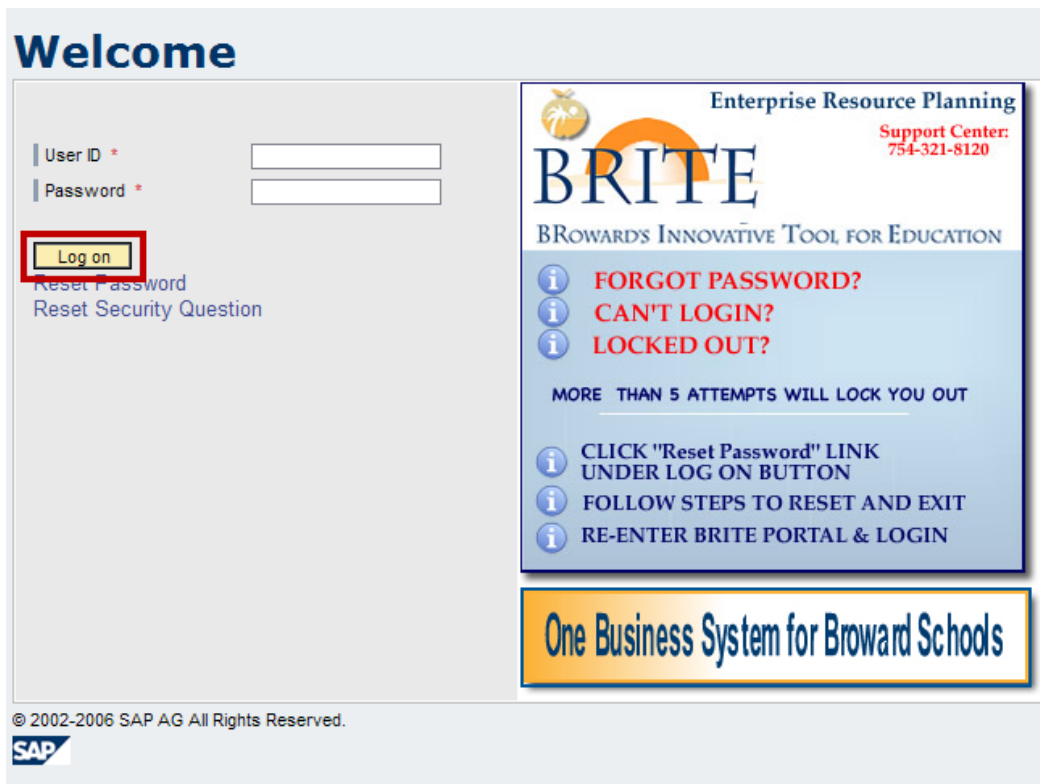


The screenshot shows the SAP Personnel Information for Verification screen. At the top, there is a navigation bar with 'Exit' and 'Help' links. Below this, the SAP logo is displayed. The main content area contains the following text: 'Please Fill the Following Personnel Information for Verification'. Below this text are four input fields: 'Login' with the value 'P00002133', 'Social Security Number (#####)' with the value '123441234', 'Birth Date (MM/DD/YYYY)' with the value '12/06/1961', and 'What City were you born in?' with the value 'Montclair'. At the bottom center, there is a 'Reset Password' button, highlighted with a red box.

6. Click Exit. Then go back to the ERP Website and re-enter the ERP Portal.



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



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

# Welcome

**!** Password has expired

**Change Password**

User ID: P00002133

Old Password: .....

New Password: .....

Confirm Password: .....

**Change** Cancel

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FOLLOW STEPS TO RESET AND EXIT

RE-ENTER BRITE PORTAL & LOGIN

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