

## Change My Password (cmp) to Reset Password

1. Once go to <https://nyccharterdatacentral.esboces.org/> Click on Secure>>Level1>>Account Management, the following screen will appear:

A "Sign in" form with fields for "User Name:" and "Password:". Below the password field is a CAPTCHA image showing the number "697862". There is a "Login" button at the bottom.

Sign in above to enroll or change password.

**Changing your password will affect your Hosted nVision, SDS ReportNet, and SDS SFTP account password**



**Reset Password**  
Reset your forgotten password



**Unlock Account**  
Unlock your locked out account

2. Click on Reset Password link. This will open up a screen to enter the username and verification code information:

**This will reset your Hosted nVision, SDS ReportNet, SDS SFTP account password**

Forgot your password?

To reset your password, start by entering your domain username.

\* Enter Username  (Example : Jsmith)

Type the characters you see in the picture below.

A CAPTCHA image showing the number "523219" in a stylized, green, handwritten font.

Letters are not case-sensitive

Cancel Continue

3. Enter username and verification code, then click on Continue.

Another email will be sent with a verification code.

4. Click on the link within the email. This link will bring you back to the Account Management website.
5. The Account Management website will prompt the user to answer security questions that were set-up during the enrollment process.

Please answer the following question(s) to reset your password


Question: What was the name of your elementary / primary school?

Answer

Question: What is the first name of your eldest nephew/ niece?

Answer

Type the characters you see in the picture below.



Letters are not case-sensitive

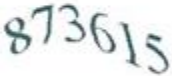
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6. Once questions are answered and enters the next verification code, they will click on Continue
7. The system will bring up the next screen, indicating a verification code will be sent to the users confirmed email address:

Get a verification code via email

Select your email address

Type the characters you see in the picture below.

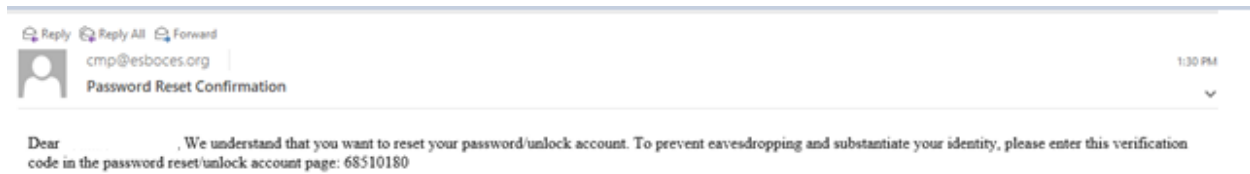


Letters are not case-sensitive

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8. Once the user verifies their email address and enters this verification code. Select Continue.

9. The system will send the user an email with the wording in the sample email below:



10. The Account Management system will also bring up the following screen to enter verification code from the email in addition to another verification code that must be entered.

Verification code has been sent to \*\*\*\*\*@\*\*\*\*\*.org

Once you have received the code, Please enter it in the textbox below

68510180 [Resend Code](#)

Type the characters you see in the picture below.

319671

319671

[Cancel](#) [Continue](#)

11. The user will re-set their password and enter another verification code:

Reset Password

\*New Password

\*Confirm New Password

\*\*Must include an uppercase letter, lower case letter, and a number  
\*\*Common/Unsafe passwords are not allowed

- The minimum password age is 0
- The maximum password age is 90
- The minimum password length is 8
- No. of Passwords Remembered is 10
- The password complexity property is Enabled

Type the characters you see in the picture below.

872652

Letters are not case-sensitive

[Cancel](#) [Reset Password](#)

12. Once the user has re-set their password, the following screen will appear



13. The user will receive another email indicating their password has been re-set:



14. We highly recommend updating security questions at this time, if needed.

Should you have any questions, please call us at 631-218-4134