ReportNet/SFTP

Account Management

User Guide

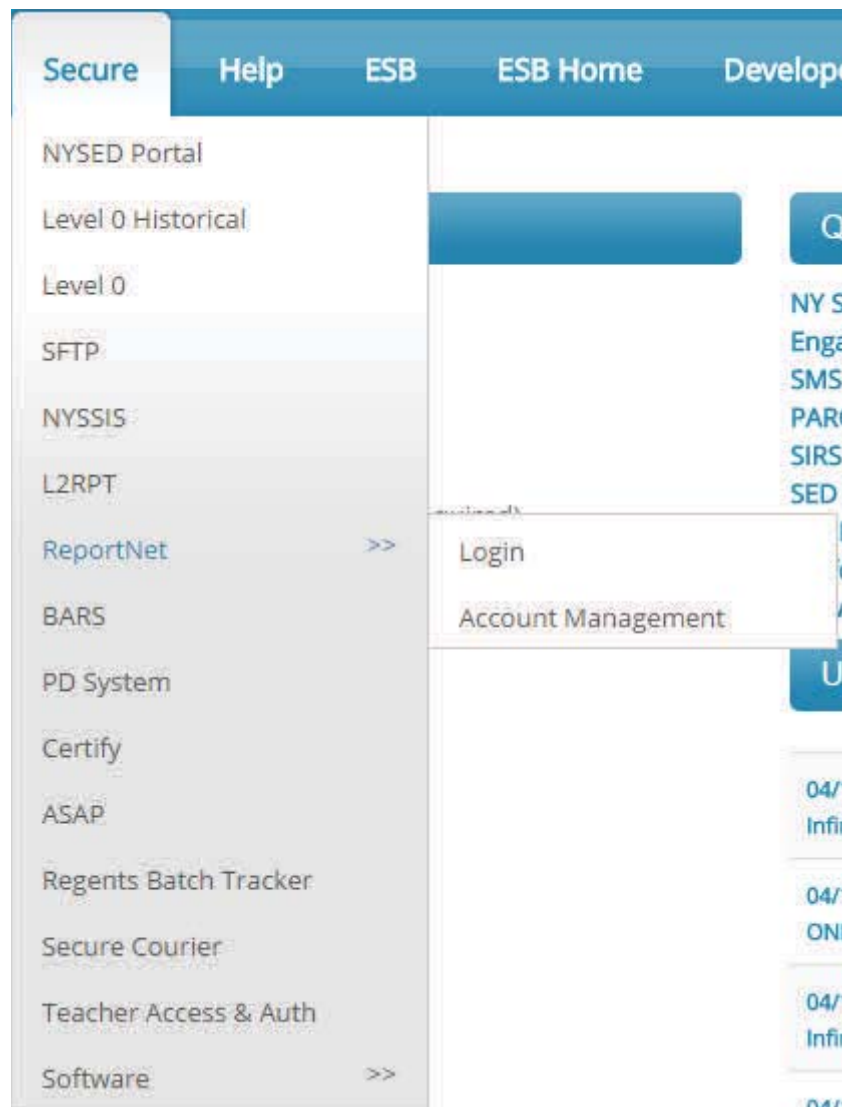New Report Net Options on Data Central

To Log into ReportNet go to

DataCentral.esboces.org

Click Secure

Hover over ReportNet

Click Login or Account Management

Registration

The following instructions walk you through the registration process.

Go to Datacentral.esboces.org

Click Secure

Hover over ReportNet

Click Account Management

Enter your current RICAPPS user name and password

You will see this Welcome screen

Click, Click Here in the welcome box

Click the Enrollment Tab

Pick your security questions and answers

Click Enroll at the bottom of the screen

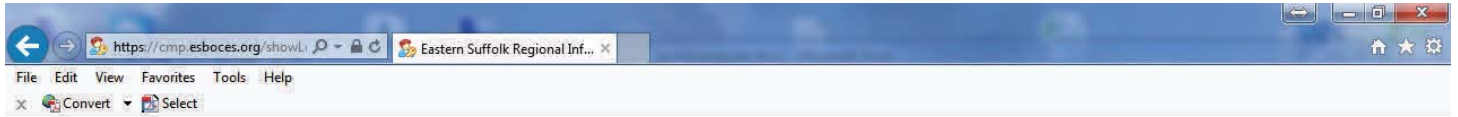**Note you can uncheck the Hide Answer(s)

Once completed you will see this screen

Password Reset

Go to Datacentral.esboces.org

Click Secure

Click ReportNet

Click Account Management

Click Reset Password on the Right

Enter your RICAPPS username
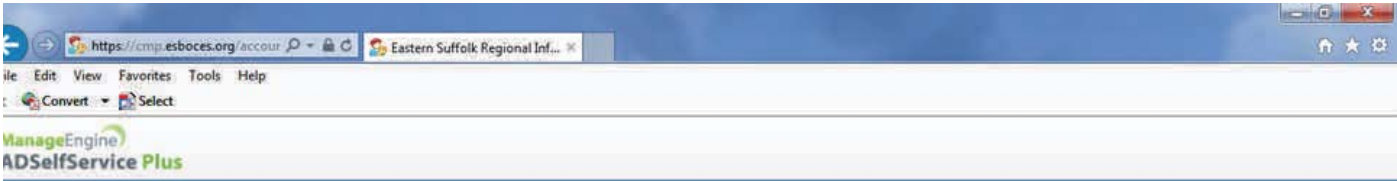Enter the Characters in Green
Click Continue

Reset Your Password
Please provide your user name and domain name.

Domain User Name: laurajmt ✕ (Example : Jsmith)

Type the characters you see in the picture below.

218683

Continue   Cancel

Enter your Security Answers
Enter the characters in green
Click continue

Time left for this operation : 04:55

Security Questions
Please answer the following question(s) as per your enrollment profile to reset your password

Answer the below question(s)

Question: What is your mother's maiden name ?
Answer:

Question: What is your favourite colour ?
Answer:

Type the characters you see in the picture below.

812684

Continue   Cancel

If you type the wrong answer you will see this screen

When answers are correct you will see this screen,

the email address is the one associated with your RICAPPS (Report Net/SFTP) account.

Enter the characters in green

Check your email account

Enter the Verification Code

Enter the characters in green

Click continue

This is a sample of the email you will receive from noreply@ricapps.org

Dear l barranco,

We understand that you want to reset your password/unlock account. To prevent eavesdropping and substantiate your identity, please enter this verification code in the password reset/unlock account page: 26861011

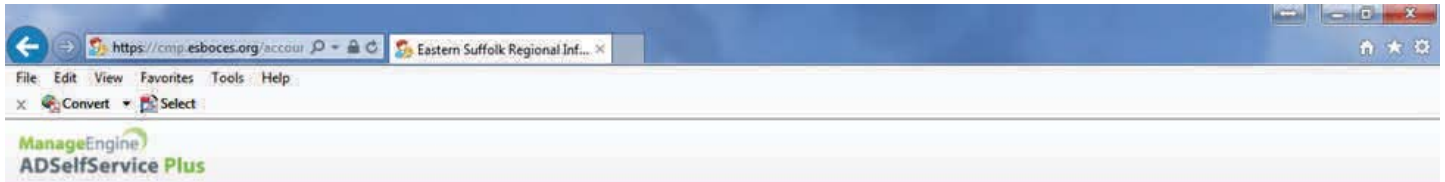Follow the Policy Requirements which are:

      Must be at least 8 characters

      Must contain an Upper and lower

      Must contain a number

      Must contain a special Character

Enter new Password

Verify new password
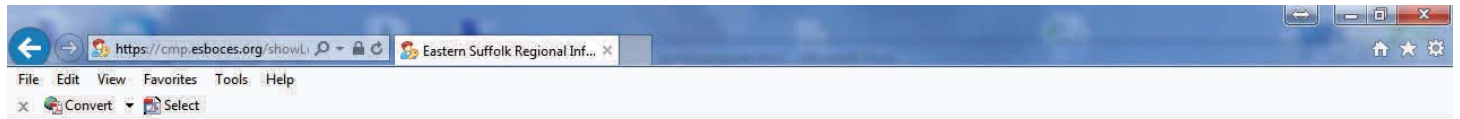
Enter the characters in green

Click Reset password

Unlock Account

Go to Datacentral.esboces.org

Click Secure

Click ReportNet

Click Account Management

Click Unlock Account on the Right

Enter your RICAPPS username
Enter the Characters in Green
Click Continue

Enter your Security Answers
Enter the characters in green
Click continue

Enter your Security Answers
Enter the characters in green
Click continue

Enter the characters in green
Click Unlock Account