

ReportNet/SFTP Account Management User Guide



New Report Net Options on Data Central

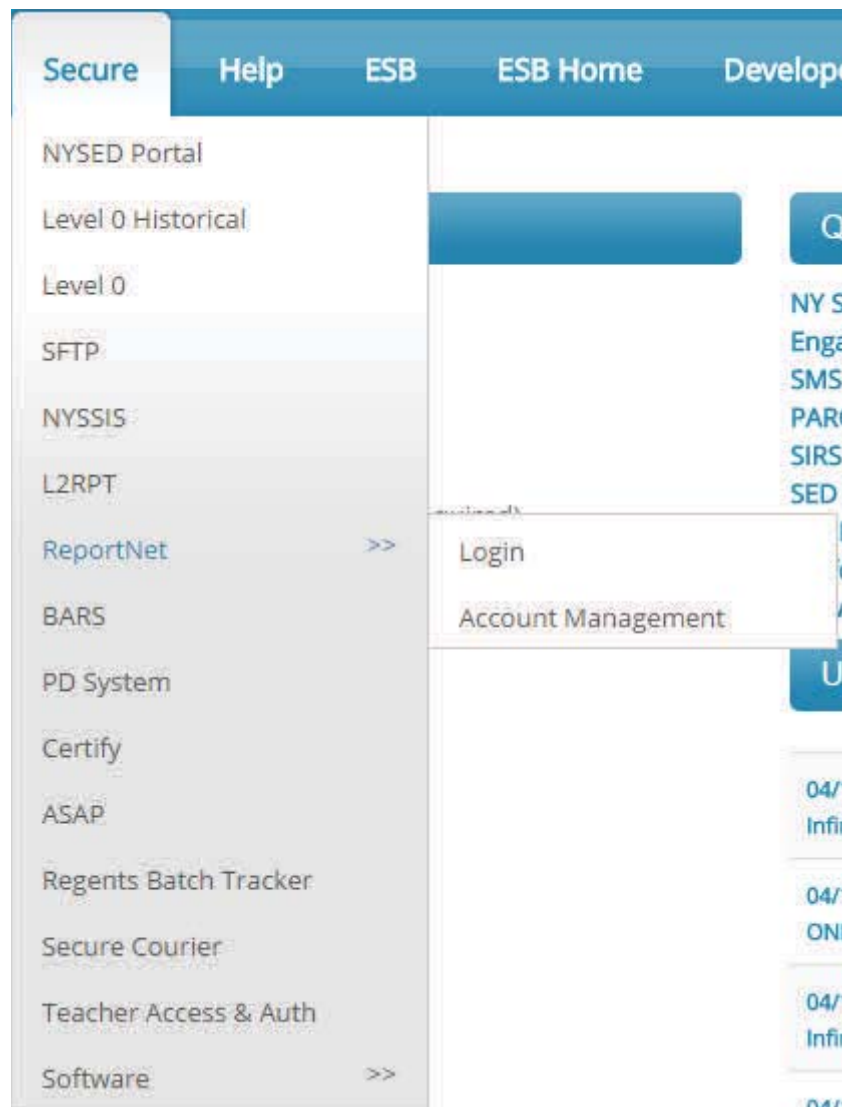
To Log into ReportNet go to

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](https://datacentral.esboces.org)

Click Secure

Hover over ReportNet

Click Account Management

Enter your current RICAPPS user name and password

[Sign in](#)

User Name:

Password:

[Reset Password](#)
Reset your forgotten password

[Unlock Account](#)
Unlock your locked out account

English

Sign in above to enroll or change password

You will see this Welcome screen
Click, Click Here in the welcome box

https://cmp.esboces.org/SelfChi... Eastern Suffolk Regional Inf...

File Edit View Favorites Tools Help

Convert Select

ManageEngine
ADSelfService Plus

Welcome, laurajmt
[Sign Out](#) [Personalize](#)

Change Password Enrollment

Change Password

Change your current domain password.

Domain Password Policy Requirements

- The minimum password age is 0
- The maximum password age is 330
- The minimum password length is 8
- No. of Passwords Remembered is 10
- The password complexity property is Enabled

Welcome! This portal offers you the power of password self-service!

- Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!
- Self-service Account Unlock: Unlock the computer, when you are locked out of it.
- Self-service Directory Update: Update the changes in contact details yourself! And more..

Complete your enrollment now to enjoy these benefits! [Click Here](#)

Old Password :

New Password :

Confirm New Password :

Click the Enrollment Tab
Pick your security questions and answers
Click Enroll at the bottom of the screen

https://cmp.esboces.org/Enroll... Eastern Suffolk Regional Inf...

File Edit View Favorites Tools Help

Convert Select

ManageEngine
ADSelfService Plus

Welcome, laurajmt
[Sign Out](#) [Personalize](#)

Change Password Enrollment

User Registration

The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.

Security Questions **Verification Code**

Length Specification

- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters.
- Please use only letters (a-z), numbers and symbols for answers.

Register Your Security Question & Answer

Question:

Answer: Confirm Answer:

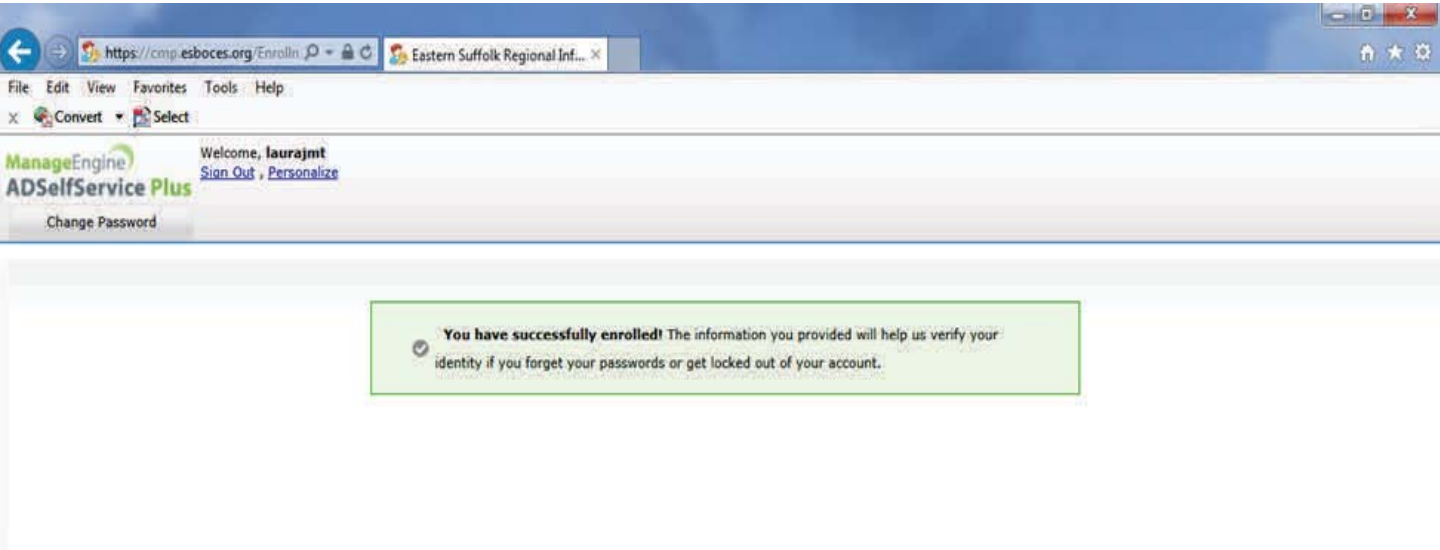
Question:

Answer: Confirm Answer:

☒ Hide Answer(s)

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

Once completed you will see this screen



Password Reset

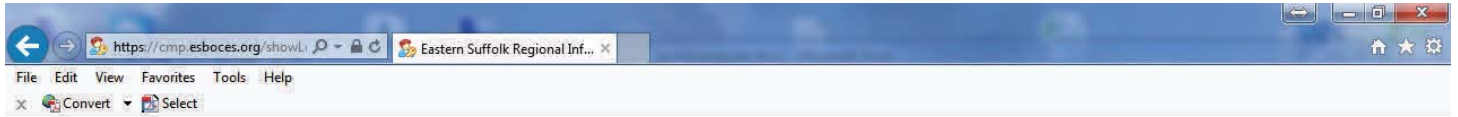
Go to [Datacentral.esboces.org](https://datacentral.esboces.org)

Click Secure

Click ReportNet

Click Account Management

Click Reset Password on the Right



Sign in

User Name:

Password:

827695

Sign in above to enroll or change password



Reset Password

Reset your forgotten password

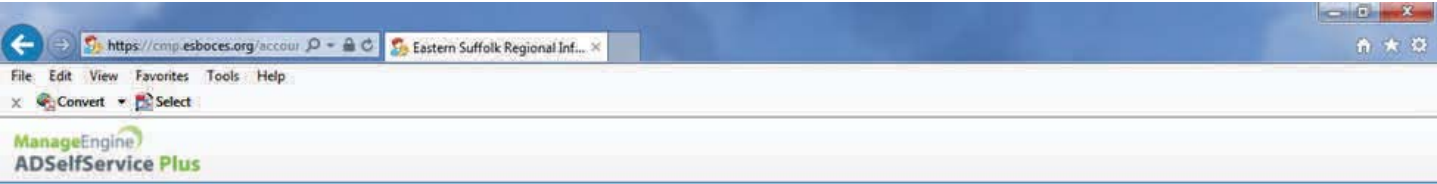


Unlock Account

Unlock your locked out account

English

Enter your RICAPPS username
Enter the Characters in Green
Click Continue

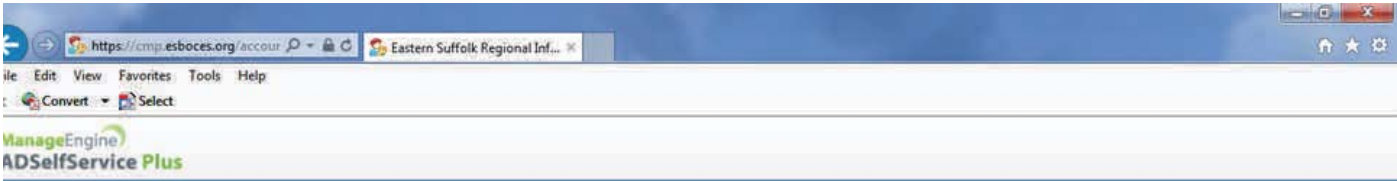


Reset Your Password
Please provide your user name and domain name.

Domain User Name: (Example : Jsmith)

Type the characters you see in the picture below.

Enter your Security Answers
Enter the characters in green
Click continue



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

Time left for this operation : 04:55

Answer the below question(s)

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

Question: What is your favourite colour ?
Answer:

Type the characters you see in the picture below.

If you type the wrong answer you will see this screen

The screenshot shows a web browser window with the URL <https://cmp.esboces.org/account>. The page header includes the ManageEngine ADSelfService Plus logo. A red error message box at the top states "Invalid Answer. Try Again." with a close button. Below this, a timer indicates "Time left for this operation : 04:39". The main content area is titled "Security Questions" and instructs the user to "Please answer the following question(s) as per your enrollment profile to reset your password". Under the heading "Answer the below question(s)", there are two questions: "What is your mother's maiden name?" and "What is your favourite colour?". Each question has an "Answer:" field with masked characters. Below the questions is a CAPTCHA section titled "Type the characters you see in the picture below." showing a box with the number "879631". A text input field below the CAPTCHA contains the same number, and there are "Continue" and "Cancel" buttons at the bottom.

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

The screenshot shows the same web browser window. The page header is the same. A timer at the top right indicates "Time left for this operation : 04:32". The main content area is titled "Select where you want to receive the verification code" and includes the subtext "A verification code ensures that it is indeed 'you' that we are talking with". Below this, there is a section "Send verification code to my" with a radio button selected for "Email Id" and a dropdown menu showing "la*****@ve*****.net". Below this is a CAPTCHA section titled "Type the characters you see in the picture below." showing a box with the number "687639". A text input field below the CAPTCHA contains the same number, and there are "Continue" and "Cancel" buttons at the bottom.

Check your email account
Enter the Verification Code
Enter the characters in green
Click continue

The screenshot shows a web browser window with the URL <https://cmg.esboces.org/account>. The browser's address bar also shows 'Eastern Suffolk Regional Inf...'. The page title is 'ManageEngine ADSelfService Plus'. The main content area is titled 'Enter Verification Code' and includes a sub-header 'Please check your email / mobile phone'. It states: 'A verification code has been dispatched to your email / mobile phone, depending on your choice. Please check. Once you receive the code, enter it in the textbox given below:'. There is a text input field labeled 'Verification Code :'. Below this is a CAPTCHA image showing the number '613918' in green. A 'Continue' button is visible at the bottom right of the form area. A timer at the top right indicates 'Time left for this operation : 04:31'.

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

Dear I 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:

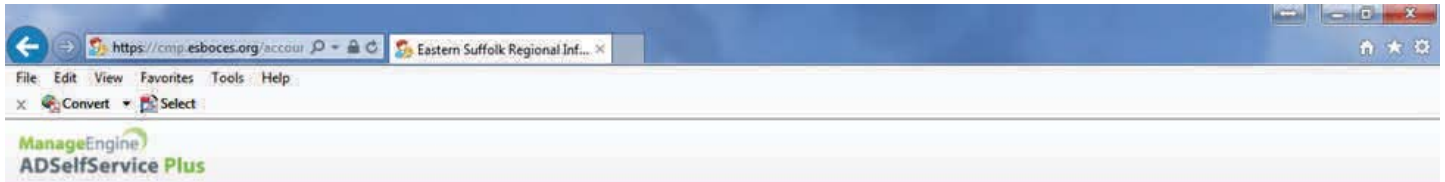
- Must be at least 8 characters
- Must contain an Upper and lower
- Must contain a number
- Must contain a special Character

Enter new Password

Verify new password

Enter the characters in green

Click Reset password



Time left for this operation : 04:54

Reset Password

Please enter a new password in the boxes below:

Domain Password Policy Requirements


- The minimum password age is 0
- The maximum password age is 330
- The minimum password length is 8
- No. of Passwords Remembered is 10
- The password complexity property is Enabled

Reset Password

New Password :

Confirm New Password :

Type the characters you see in the picture below.



Unlock Account

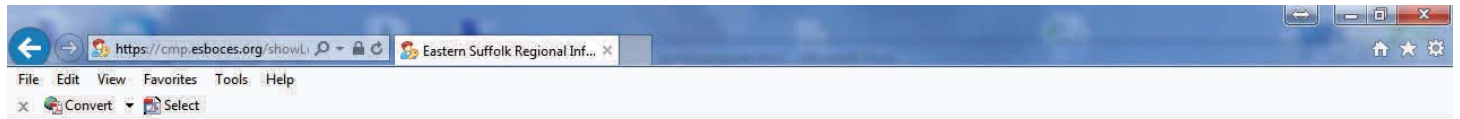
Go to Datacentral.esboces.org

Click Secure

Click ReportNet

Click Account Management

Click Unlock Account on the Right



Sign in

User Name:

Password:

827695

Sign in above to enroll or change password



Reset Password

Reset your forgotten password

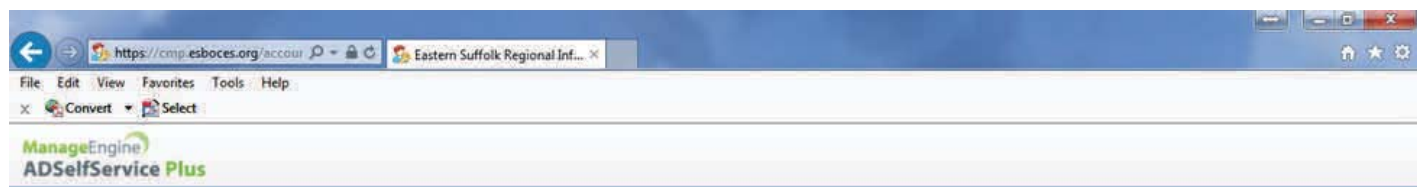


Unlock Account

Unlock your locked out account

English

Enter your RICAPPS username
Enter the Characters in Green
Click Continue



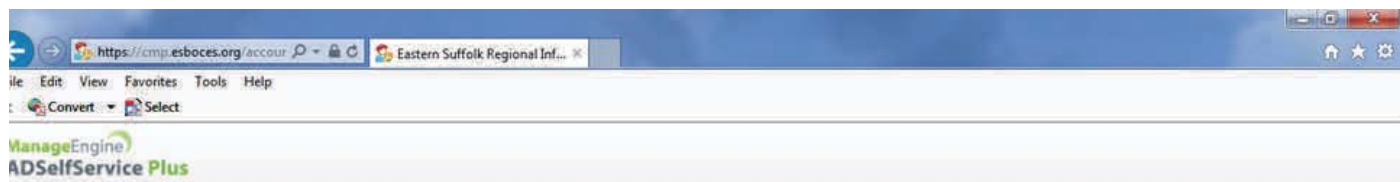
Unlock Your Account
Please provide your user name and domain name.

Domain User Name (Example : Jsmith)

Type the characters you see in the picture below.



Enter your Security Answers
Enter the characters in green
Click continue




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

Answer the below question(s)

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

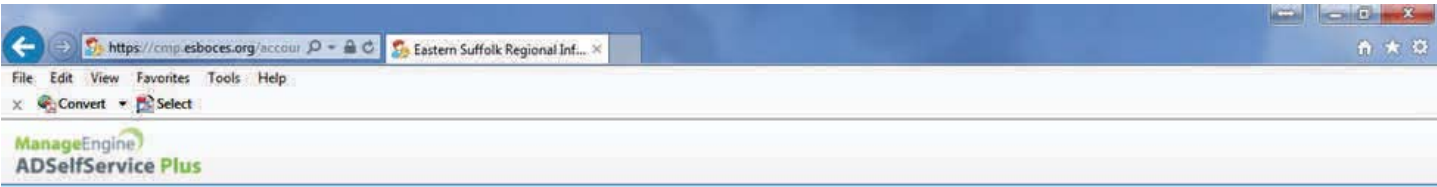
Question: What is your favourite colour ?
Answer:

Type the characters you see in the picture below.



Time left for this operation : 04:55

Enter your Security Answers
Enter the characters in green
Click continue



Time left for this operation : 04:41

Enter Verification Code
A verification code ensures that it is indeed "you" that we are talking with

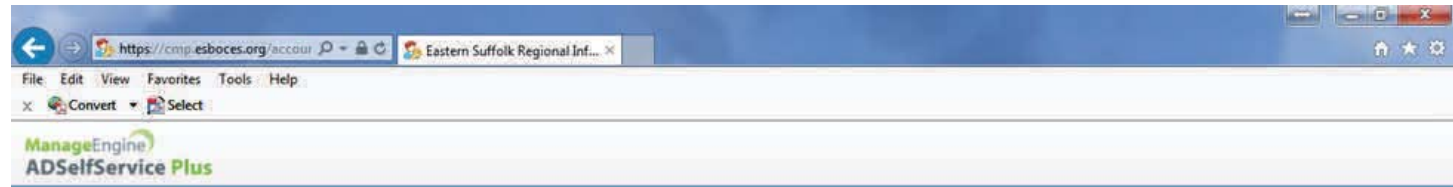
Please check your email / mobile phone:
A verification code has been dispatched to your email / mobile phone, depending on your choice. Please check.
Once you receive the code, enter it in the textbox given below:

Verification Code :

Type the characters you see in the picture below.



Enter the characters in green
Click Unlock Account



Time left for this operation : 04:49

Unlock Account
Unlock your locked out account

Unlock Account

Type the characters you see in the picture below.



