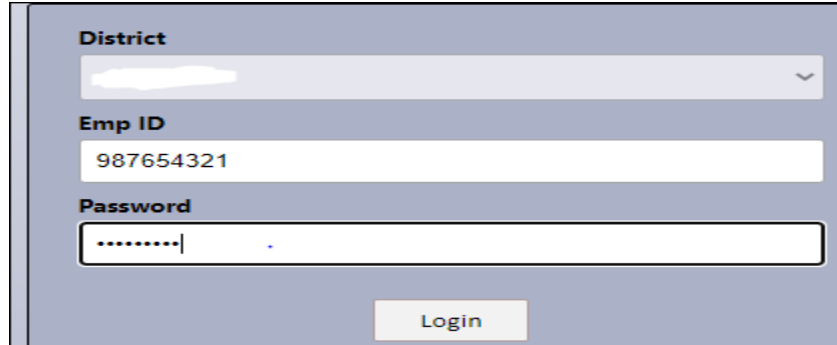


The new employee needs to enter their Employee ID and their password

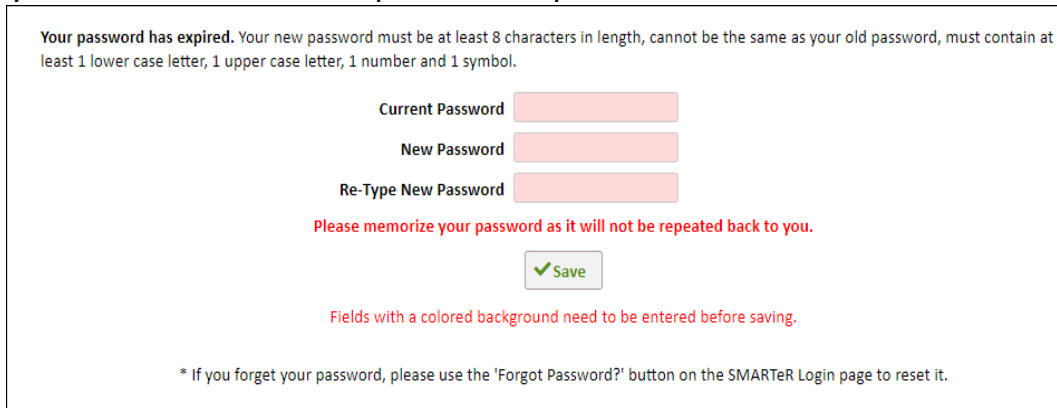
EE ID =  
First Password =  
0484xxxx  
(last 4 digits of SSN)



The login form contains the following fields and elements:

- District:** A dropdown menu.
- Emp ID:** A text input field containing the value "987654321".
- Password:** A text input field with masked characters ".....".
- Login:** A button at the bottom center.

Employee will be directed to update their password.



The password update screen displays the following information and fields:

- Message:** "Your password has expired. Your new password must be at least 8 characters in length, cannot be the same as your old password, must contain at least 1 lower case letter, 1 upper case letter, 1 number and 1 symbol."
- Fields:** Three text input fields labeled "Current Password", "New Password", and "Re-Type New Password". The "Current Password" field has a light red background.
- Instructions:** "Please memorize your password as it will not be repeated back to you."
- Buttons:** A "Save" button with a green checkmark icon.
- Warning:** "Fields with a colored background need to be entered before saving."
- Footnote:** "\* If you forget your password, please use the 'Forgot Password?' button on the SMARTeR Login page to reset it."

SMARTeR will require all SMART ER users to have **one** of the following information factors within SMART to accept a MFA code into SMARTeR for access.

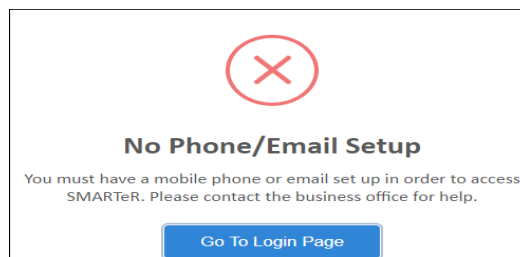
Work Email

Personal Email

Personal Phone

The process will involve the employee logging into SMART eR, enter their identification number and password. The user will be directed to the Authentication Screen.

If the employee has not setup any verification methods, the employee will receive the following message.



The error message screen contains the following elements:

- Icon:** A red circle with a white 'X' inside.
- Section Header:** "No Phone/Email Setup"
- Text:** "You must have a mobile phone or email set up in order to access SMARTeR. Please contact the business office for help."
- Button:** A blue button labeled "Go To Login Page".

If employee receives this error, they must contact the district office and the district will need to enter a work email (minimally) under Employee | Employee Information | Supp Info.

Home Phone	( ) -
Mobile Phone	( ) -
Work Phone	( ) -
Work Ext	
Work Email	
Home Email	

Once an employee reaches the verification screen, the employee can choose which verification method to obtain the verification code. In the example below- I don't have my mobile phone as a choice.

The "I already have a code button" works if the employee logs out of SMARTeR before they have entered the code. The code is valid for 30 minutes.

Please click the button to receive your security code to verify your identity.  
Note: A code is only valid for 30 minutes or until used successfully.

- ✓ Employee will have 2 minutes to enter the validation code.
- ✓ Employee will be able to enter the code three times before the employee is locked.
- ✓ The verification code expires after 30 minutes.

The email verification will look like this. The verification code is seven numbers.

An invalid attempt will automatically be logged in **56** seconds

Verification Code

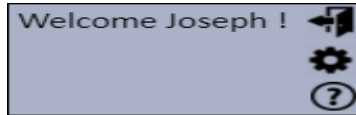
email\_address@your\_domain.com | Joe

**SMART eR Verification Code**

Your SMART eR verification code is 1743350. You must enter your code in SMART eR to allow eR access. Your code will expire in 30 minutes. If you did not make this change, please contact the Business office.

This is a non-monitored email account. Please do not reply to this account.

Once the employee enters their verification code, the employee's SMARTeR page will open.



If employee has set their password and forgot it they can select.



Employee will be directed to the following screen

A screenshot of a form with a light blue background. At the top, it says "Please complete the following information and click Save to validate your identity and change your password." Below this are three input fields: "User ID", "Last Name", and "Social Security Number (123456789)". Each field has a light red background. At the bottom, there are two buttons: a green "Save" button with a checkmark and a red "Close" button with a back arrow. At the very bottom, there is a red text note: "Fields with a colored background need to be entered before saving."

And then you will need to process a multi-factor verification to confirm the password change.

A screenshot of a multi-factor verification screen with a light gray background. At the top, it says "Please click the button to receive your security code to verify your identity." and "Note: A code is only valid for 30 minutes or until used successfully." Below this are four input fields: "I already have a code" (with a calendar icon), "Email Code To \*\*\*\*\*@yahoo.com", "Email Code To \*\*\*\*\*@mn.us", and "Text Code To (\*\*\*) \*\*\*" (with a phone icon). At the bottom, there is a red "Close" button with a back arrow.