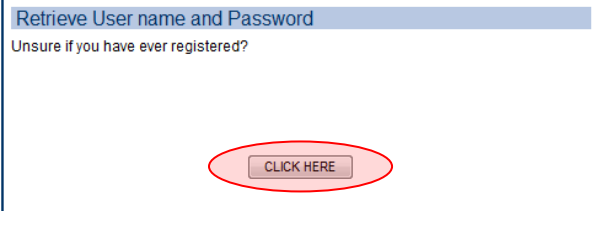
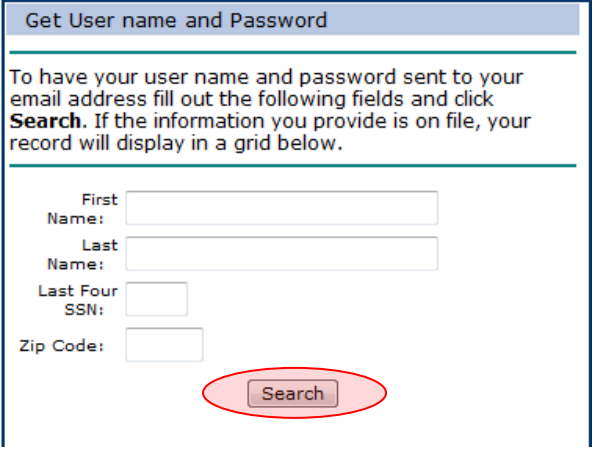
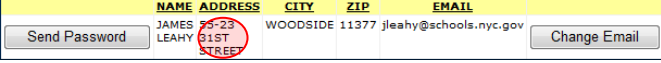
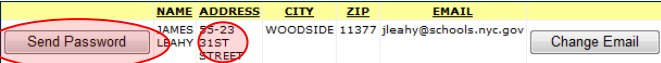
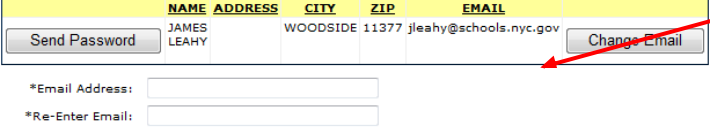


Retrieving Username and Password in Protraxx

1.	Go to <a href="http://pd.nycoit.org">http://pd.nycoit.org</a>	Click the "Registration" link on the left hand side of the page.
2.	On the right-hand side of the page click on the "CLICK HERE" button under the retrieve username and password section.	
3.	Enter the user information requested on the page and then click the search button.	
4.	Account information for the user will be displayed.	
5.	Click the "Send Password" button and the username/password will be sent to the e-mail on file.	
6.	If the e-mail on file for the user is incorrect or blank click the "Change Email" button. Enter the correct e-mail address and click the "Update" button.	
7.	Log into the e-mail account provided to obtain your username and password.	
8.	Some employees in the NYCDOE might not have account information entered into the system. If this is the case please contact <a href="mailto:ProtraxxSupport@schools.nyc.gov">ProtraxxSupport@schools.nyc.gov</a> for assistance. Please include the following information in the e-mail: first name, last name, assigned school and position.	

