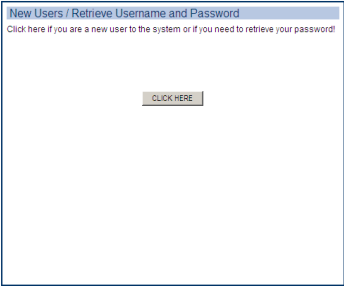
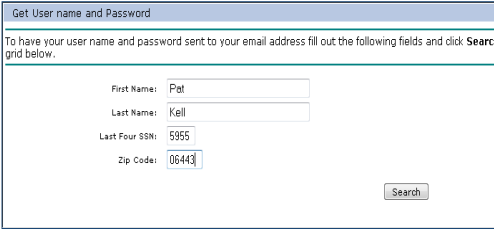
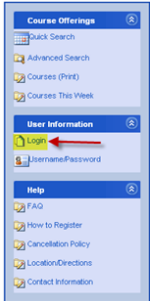


TOPIC	TASK
B. Logging In	<ul style="list-style-type: none"> Retrieving Username and Password

Once you have access to the login page, you will have two options.

If you know your User Name and Password, you will login on the left side of the page (see Page 3).



If you do not know your User Name and Password, you will follow the instructions below which will direct you to verify your identify in order to access the catalog of courses as well as your course-related and demographic information.

<p>The box on the right side of the page should be used if :</p> <ul style="list-style-type: none"> You are logging in for the first time You don't know your User Name and Password Your forgot your User Name and Password; or You're unsure if you have logged in previously <p>Click here.</p>							
<p>You are then directed to a new page that asks you for some personal information in order to find your user name and password. Fill out the boxes for First Name, Last Name, Last Four Digits of SSN, and Zip Code (there is an example of the boxes filled out below). Then click Search .</p>							
<p>Now an extension to the previous box will appear that has your name, address, and e-mail, as well as two buttons on either side of your personal information. Check to make sure that your e-mail address is correct. If it is not correct then refer to the 'Changing E-Mail' task explanation later on. If your e-mail address is correct then click on the box to the left Send Password.</p>	<p>The following records were found matching the information provided. Click Send Password</p> <p>If the email field is blank or incorrect, click Change Email button. Enter your email in the fi</p> <p>If no records were returned it means you are new employee to the New York City Depart</p> <table border="1" data-bbox="924 1257 1386 1335"> <thead> <tr> <th></th> <th>NAME</th> <th>ADDRESS</th> </tr> </thead> <tbody> <tr> <td>Send Password</td> <td>Pat Kell</td> <td>64 Wall Street</td> </tr> </tbody> </table>		NAME	ADDRESS	Send Password	Pat Kell	64 Wall Street
	NAME	ADDRESS					
Send Password	Pat Kell	64 Wall Street					
<p>Once you click on this button your username and password will be sent to your e-mail address. Logon to your e-mail and check your mail to retrieve them. Once you have done this, you may return to the Login screen simply by clicking on the Login link under 'User Information' in the box on the top right side of the screen.</p>							



TOPIC	TASK
A. Logging In	<ul style="list-style-type: none"> • Changing E-Mail Address and Retrieving User Name and Password

To change your email address and retrieve your User Name and Password, you must first verify your identify as described above.

<p>At the original username and password page (view Retrieving Username and Password to get there if you are not there already) click on the button on the right that says change e-mail.</p>	
<p>Once you click change e-mail, the box will extend and two fields will display. In the first field, enter your correct email address. In the second field, repeat this data to confirm it.</p> <p>Then click Update Email/Send User Name and Password. Your email will be changed to the newly entered address and your User Name and Password will be forwarded immediately to the entered address.</p>	
<p>To return to the Login Screen once you have retrieved your User Name and Password, click Login found on the right menu.</p>	