1. From the Red Clay Intranet www.insideredclay.com navigate to the “I Need To” section at the bottom of the page, select ‘Reset My Password.’

   ![Red Clay School District]

   Welcome to the Red Clay School District
   Password Reset Site

   - Enter Reported Time
   - Approve Reported Time
   - Request Time Off
   - Request a Leave of Absence
   - Request a Substitute
   - View Job Postings
   - Submit an IT Work Order
   - Submit a Maintenance Work Order
   - Get Something Translated
   - Get Something Printed

2. You will be directed to the Password Reset site. Select ‘Enroll.’

3. Enter your network username and password click Next.
Enter your username and password to continue.

4. Choose and answer the first question. You will be prompted to do this 3 times.

Choose and answer a question. During the password reset you will have to answer this question again.

Select question:
In what city did you meet your spouse/significant other?
Answer:

Confirm answer:

5. After you have answered the 3rd question, Click ‘OK.’ You are now enrolled in the Password Reset system.

You are now enrolled.

Click on ‘OK’ to close the program.