

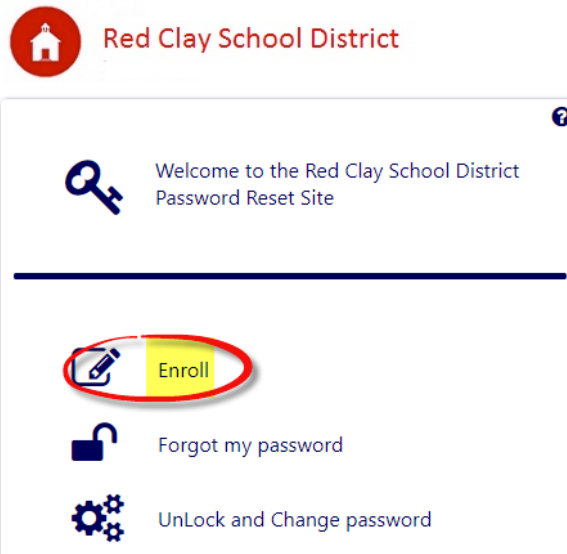
SELF-SERVICE PASSWORD RESET ENROLLMENT

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.’

I Need To...

- [Enter Reported Time](#)
- [Approve Reported Time](#)
- [Request Time Off](#)
- [Request a Leave of Absence](#)
- [Request a Substitute](#)
- [Reset My Password](#)
- [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.

SELF-SERVICE PASSWORD RESET ENROLLMENT



Enter your username and password to continue.

Username:

Password:

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:

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.