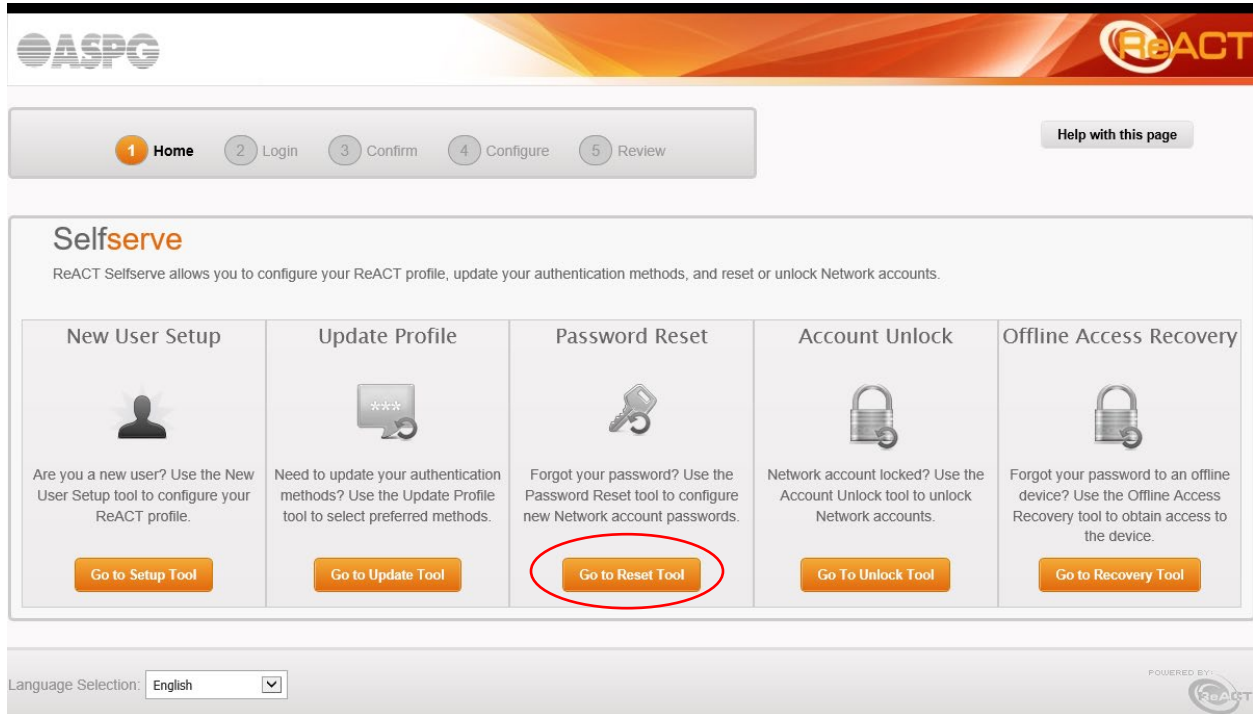


# SharePoint Password Management Site

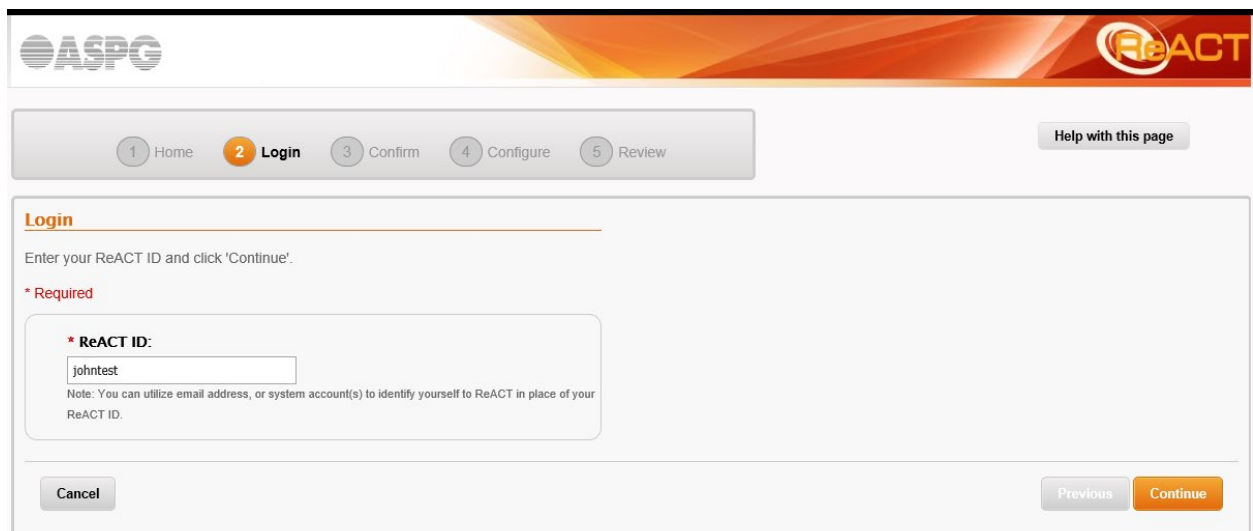
## User Account and Reset Password Instructions

The District password management policy requires external users to reset their password every 90 days. The site will not allow users to reuse previous passwords. Use the following guide to create or reset SharePoint passwords.

1. Go to the ReACT password management site: <https://sspr.neorsd.org/react>
2. Under the Password Reset column, select Go to Reset Tool.



3. Enter your username in the ReACTXX ID field. For example: John Smith would enter JSmith.



4. Select Authenticate with E-mail then click Send Pin. Enter the pin code sent to you email.

1 Home 2 Login 3 **Confirm** 4 Configure 5 Review

Help with this page

### Confirm ReACT ID

Select your authentication method, provide the requested information, and click 'Continue'.

Authenticate with E-Mail

Select an e-mail and click 'Send Pin'.

e\*\*\*\*@neorsd.org

Send Pin

\*Enter the pin code sent to your e-mail.

Cancel Previous Continue

Type in a new password. Requirements are as follows, must be at least 8 characters long, using

- Uppercase letters: A to Z
- Lowercase letters: a to z
- Numeric: 0 to 9
- Special Character: !, #, %, or &

Along with the complexity requirements there is also a history requirement. Your password cannot be similar to a previously used one, it cannot include any part of your name, or NEORS in it.

1 Home 2 Login 3 Confirm 4 **Configure** 5 Review

Help with this page

### Create a New Password

Enter in a new password following the rules below, and click 'Reset'.

\* Required

**Password Rules:**

- ✗ Passwords must match.
- ✗ At least 8 characters in length.
- ✓ No more than 99 characters in length.

\*Password:

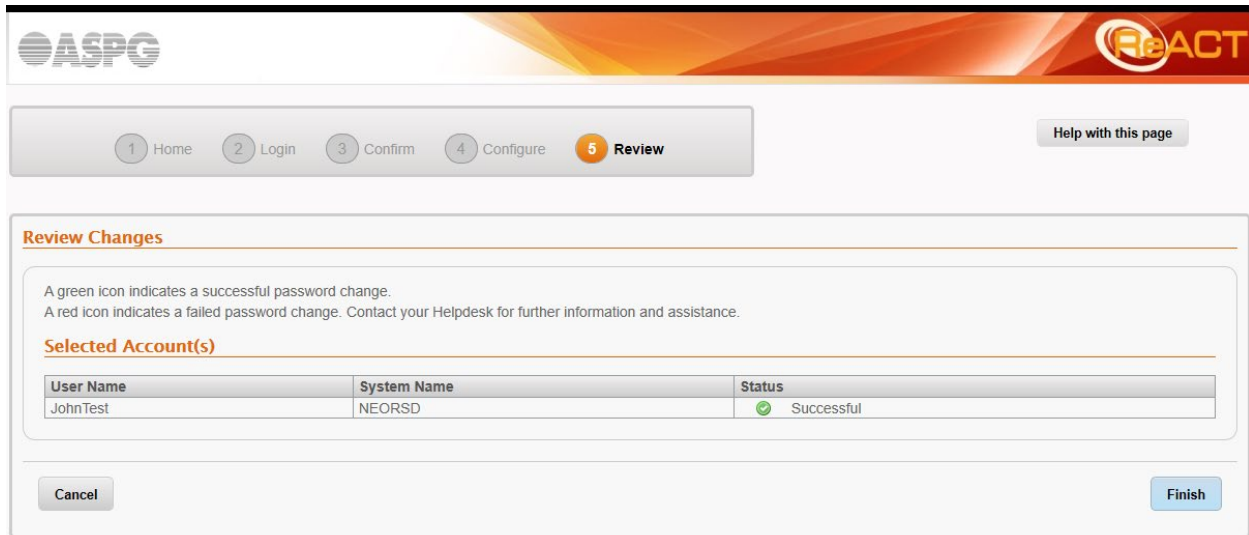
\*Confirm Password:

### Selected Account(s)

User Name	System Name
JohnTest	NEORS

Cancel Previous Reset

5. A green icon indicates a successful password change. A red icon indicates a failed password change. Please contact Document Controls for help.




**ASPG** **REACT**

1 Home 2 Login 3 Confirm 4 Configure 5 **Review** Help with this page

**Review Changes**

A green icon indicates a successful password change.  
A red icon indicates a failed password change. Contact your Helpdesk for further information and assistance.

**Selected Account(s)**

User Name	System Name	Status
JohnTest	NEORS	 Successful

Cancel Finish

6. To log in to the District's SharePoint site, go to the SharePoint site link provided, then enter in your username and password. If you need any additional assistance, please reach out to your project Document Control contact or the District IT Help Desk (HelpDesk@neorsd.org).