

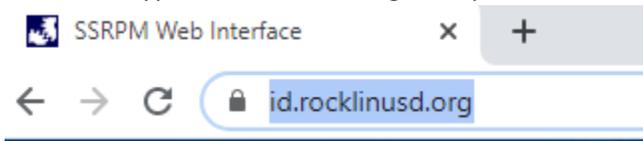
RUSD - Self Service Reset Password Management(SSRPM) Enroll

In this short document, we give you a step by step tutorial on enrollment into SSRPM. Enrollment is needed in order to reset your password on your own without ServiceDesk support or intervention.

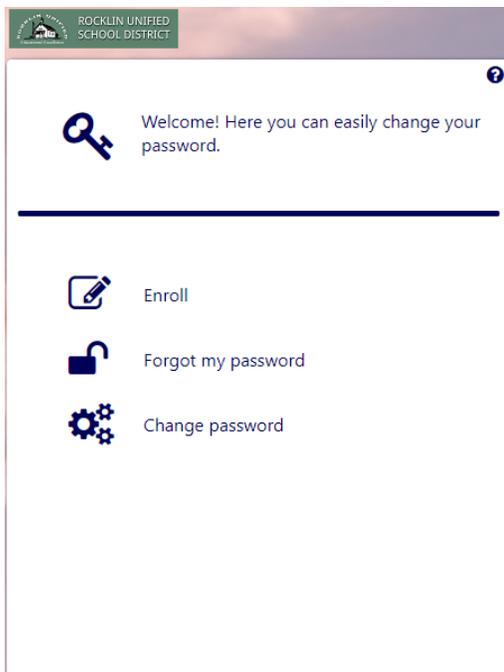
Prerequisite: None

The “Enroll” procedure

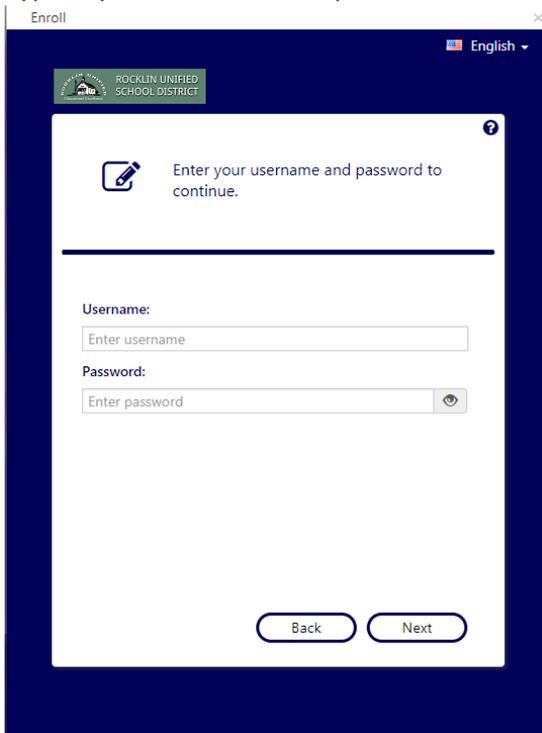
1. Open browser (Chrome or Firefox)
2. In url field type “id.rocklinusd.org” and press enter



3. Click on “Enroll”

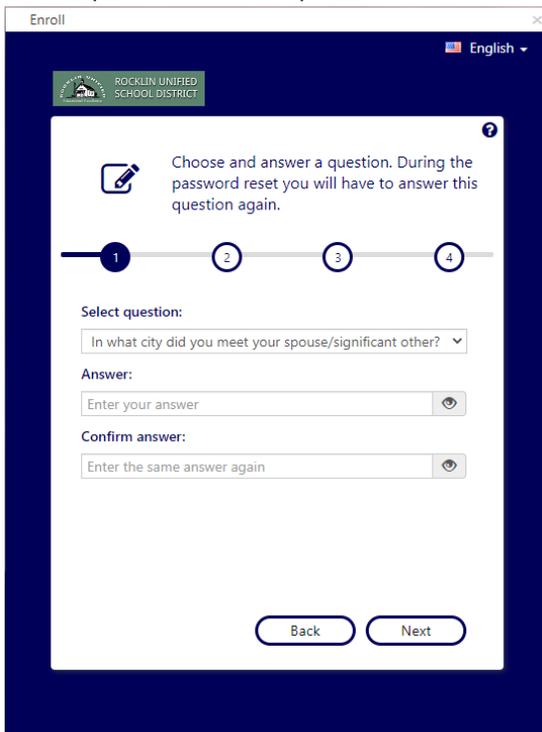


4. Type in your username and password then click "Next"



The screenshot shows a web browser window titled "Enroll" with a language dropdown set to "English". The Rocklin Unified School District logo is in the top left. The main content area has a header with a pencil icon and the text "Enter your username and password to continue." Below this is a horizontal line. Underneath the line are two input fields: "Username:" with a placeholder "Enter username" and "Password:" with a placeholder "Enter password" and a toggle icon. At the bottom are two buttons: "Back" and "Next".

5. Select question from drop down, answer the question, confirm and then click "Next"



The screenshot shows the same "Enroll" browser window. The header text now says "Choose and answer a question. During the password reset you will have to answer this question again." Below the header is a progress indicator with four numbered circles (1, 2, 3, 4) on a horizontal line, with circle 1 being filled. Underneath is a "Select question:" section with a dropdown menu showing "In what city did you meet your spouse/significant other?". Below that are two input fields: "Answer:" with a placeholder "Enter your answer" and "Confirm answer:" with a placeholder "Enter the same answer again". At the bottom are two buttons: "Back" and "Next".

6. Select question from drop down, answer the question, confirm and then click "Next"

Enroll English

ROCKLIN UNIFIED SCHOOL DISTRICT

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

1 2 3 4

Select question:
What was your childhood nickname?

Answer:
Enter your answer

Confirm answer:
Enter the same answer again

Back Next

7. Select question from drop down, answer the question, confirm and then click "Next"

Enroll English

ROCKLIN UNIFIED SCHOOL DISTRICT

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

1 2 3 4

Select question:
What is the name of your favorite childhood friend?

Answer:
Enter your answer

Confirm answer:
Enter the same answer again

Back Next

8. You should now be enrolled, click "OK"

