### Accessing (PRS) for the first time

The first time you log onto PRS you will need a valid User ID and password and you will be required to provide the answers to your personal questions.

Enter the PRS URL https://password.doe.louisiana.gov in your Internet Browser address bar and press enter.

NOTE: If you do not know your User ID, please select your LEA/School (first 3 digits of your site code) from the dropdown box and click the Help button. The nonpublic schools security coordinator contact information will be displayed in the yellow box on the right side of the screen.



Enter your User ID in the User ID field and click 'Next'.

The following screen will be displayed:



Enter your Password in the Password field. Click 'Verify Password'.

The following screen will be displayed:

EDUCATION Password Reset System (PRS)			
User ID: e055000 Date Of Birth:	Since this is your first time at PRS you will need to answer the questions to the left to get set up.		
Ciffick Inner for the sense	r guilde.		

Type the answers to your personal questions. Click 'Save'. NOTE – the Date of Birth should be entered in the following format MM/DD/YYYY.

The following screen will be displayed:

User ID: et	355000	Your answers have been changed - what would you like to do now?
Change your password? Change your answers? Close this window?	Change Password Change Answers Exit	Don't forget that you can always click Exit or the X in the top right hand corner to close this application.

Your PRS account is now set up. You may click 'Exit' to close PRS.

### **Resetting your Password**

Enter the PRS URL https://password.doe.louisiana.gov in your Internet Browser address bar and press enter.

The following screen will be displayed:



Enter your User ID in the User ID field and click 'Next'.

The following screen will be displayed:

User ID: e05500	verig Answer	Welcome back. Now we need to verify your identity. You can either entre your password (even if another system has table you that it is earlied) or answer parameter personal questions you entered last time you were here.

To verify your identity:

• You may enter your password in the Password field and click 'Verify Password'.

Or

• You may enter the answers to your personal questions and click 'Verify Answers'.

The following screen will be displayed:

## Click 'Change Password'

The following screen will be displayed:

EDUCATION Password Res	et System (PRS)		
User ID: e055000		Enter your new password and then click save.	
Change Your Pessword Password Rules Minimum length: 8 characters Huta contain at least 3 of the 4 - Upper case characters (A-2) - Upper case charact			
Enter Your New Password: Confirm Your New Password:	Kuun Muin Mene		

Type the new password value in the 'Enter Your New Password' and 'Confirm Your New Password' fields and click 'Save'.

Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain at least 3 of the 4 complexity categories as follows:
  - Upper case characters (A-Z)
  - Lower case characters (a-z)
  - Numeric digits (0-9)
  - Non-alphanumeric characters (e.g., %, &, \$)
  - New passwords cannot be the same as any of the previous 5 passwords.

Passwords will automatically expire every 30 days.

The following screen will be displayed:

User ID: e055	000	Your passwords have been changed for all systems – what would you are to do now?
Change your password? Change your anceverc? Close this window?	Change Password Change Animum Exit	Den't forget that you can always eliek Buit or the X in the top right hand corner to close this application.
		*
	Click here for the	user guide

Notice the message in the yellow box states that your password has been changed.

You may click 'Exit' to close PRS.

#### Changing the answers to your personal questions

Enter the PRS URL <u>https://password.doe.louisiana.gov</u> in your Internet Browser address bar and press enter.

The following screen will be displayed:

EDUCATION Password Reset System (PRS)		
Maar 10: Ottowe your liker 1d senicited you tak	n, Data and Agend Tankar Market or Agend Tankar Market	Sinter your user id in the box to the left labeled User Id.
	Cick has for the over golds.	

Enter your User ID in the User ID field and click 'Next'.

The following screen will be displayed:

User 10: 8055000		Welcome back. Now we need to verify your identity.
Password	OR	You can ether enter your password (even it another system has told your that it is explored) or anxious your personal questions you enforced last time your were here.
Date Of Birth: Last 4 digits of \$5N;	MH/DD/YYYY	
	Varidy Antoniaty	
	Click hare for the user guit	No

To verify your identity:

• You may enter your password in the password field and click 'Verify Password'.

#### Or

• You may enter the answers to your personal questions and click 'Verify Answers'.

The following screen will be displayed:

Mtps://passworddocfouisiana.gov     P      P	
Change your password? Change your password? Change this window?	shark sooner' what would you can always click fail or the X in the Don't forget that you can always click fail or the X in the top right hand corear to close this application.
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# Click 'Change Answers'

The following screen will be displayed:

EDUCATION Password Reset System (PRS)	
User Of Birts: Market of Site: Market of Site: Market of Site: Market of Site:	- Enter the new values and then click save.
Click begg for the	ver gate.

Enter the new values in the 'Date of Birth' and 'Last 4 digits of SSN' fields. Click 'Save'.

The following screen will be displayed:

UCATION COMPACT OFFICE		
User ID: E055000 Change your password? unange your answers? Close this window? Ext.	90 f 80.	Your answers have been changed - what would you like to so now? Don't forget that you can always clicx Exit or the X in the top right hand corner to close this application.
	Click here for the user guide.	

The following message will be displayed in the yellow box 'Your answers have been changed – what would you like to do now?'

You may click 'Exit' to close PRS.