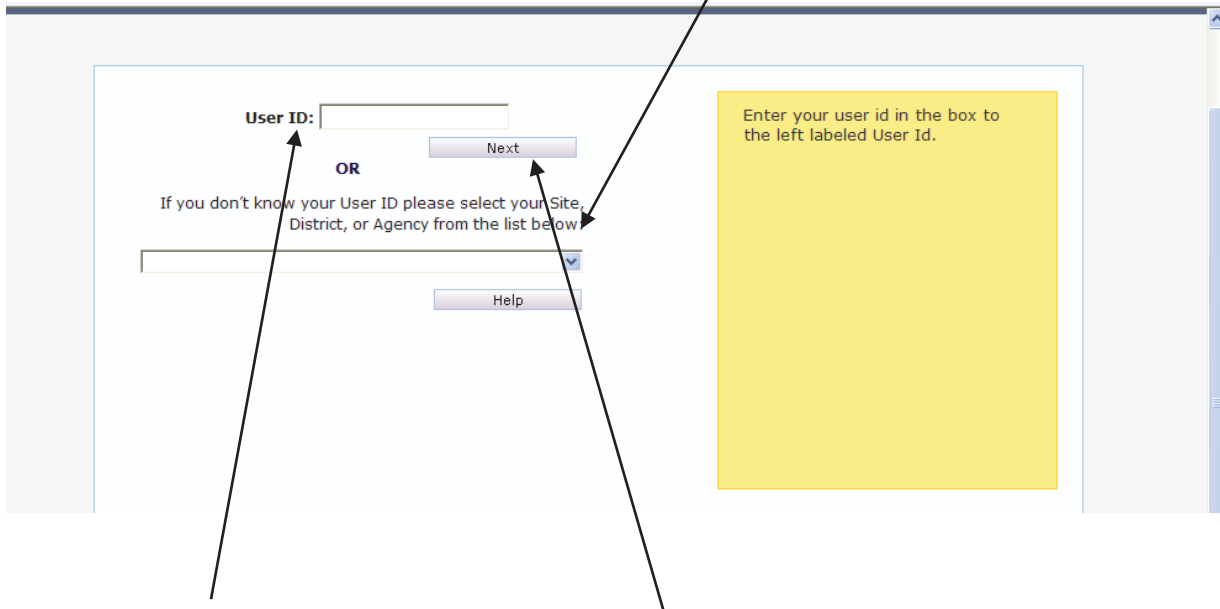


## Accessing (PRS) for the first time

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.

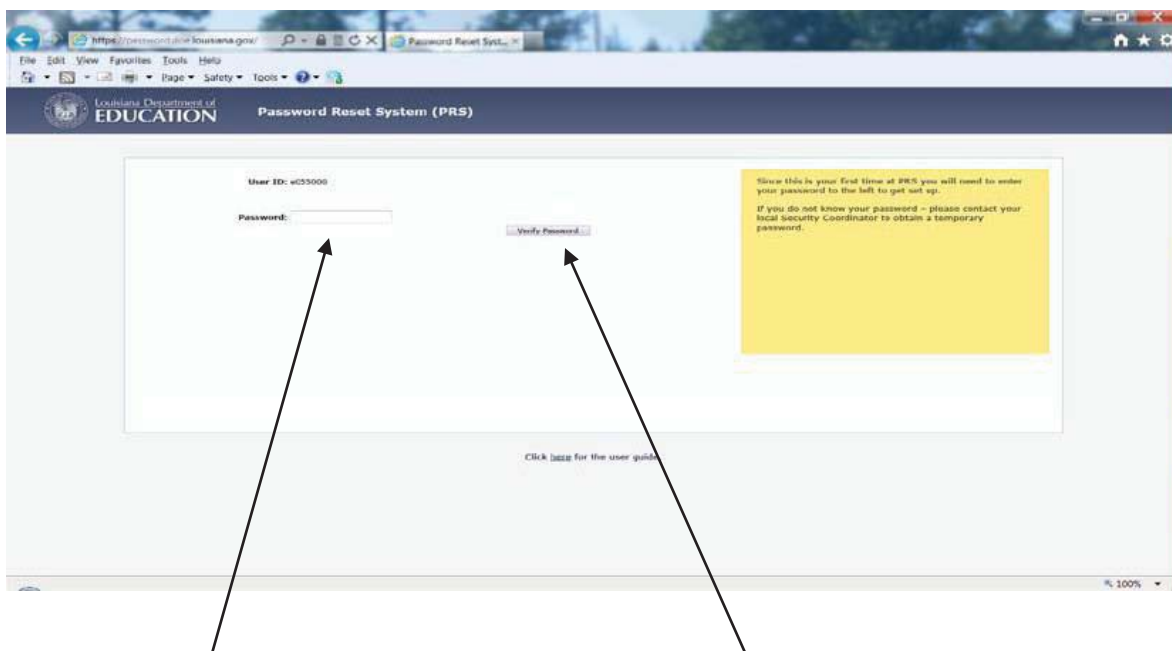
Enter the PRS URL <https://password.doe.louisiana.gov> in your Internet Browser address bar and press enter.

**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.



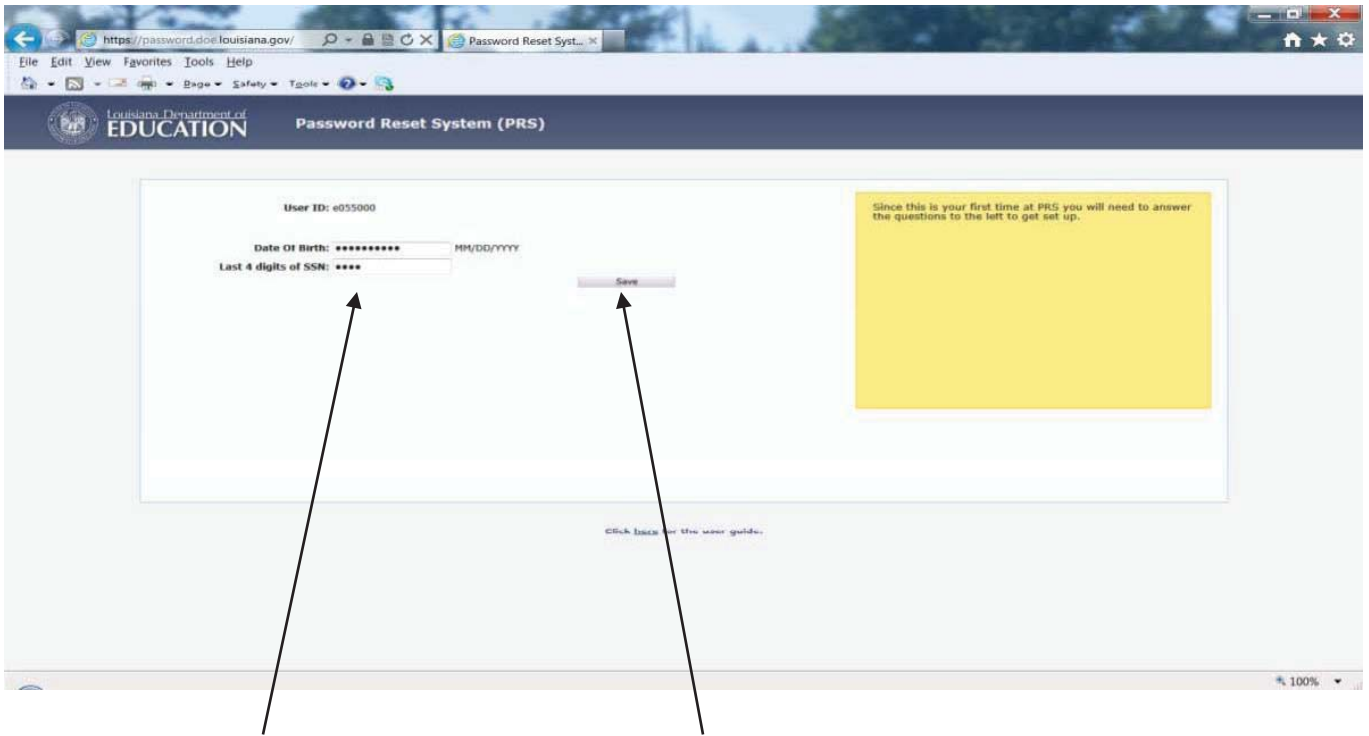
Enter your **User ID** in the User ID field and click '**Next**'.

The following screen will be displayed:



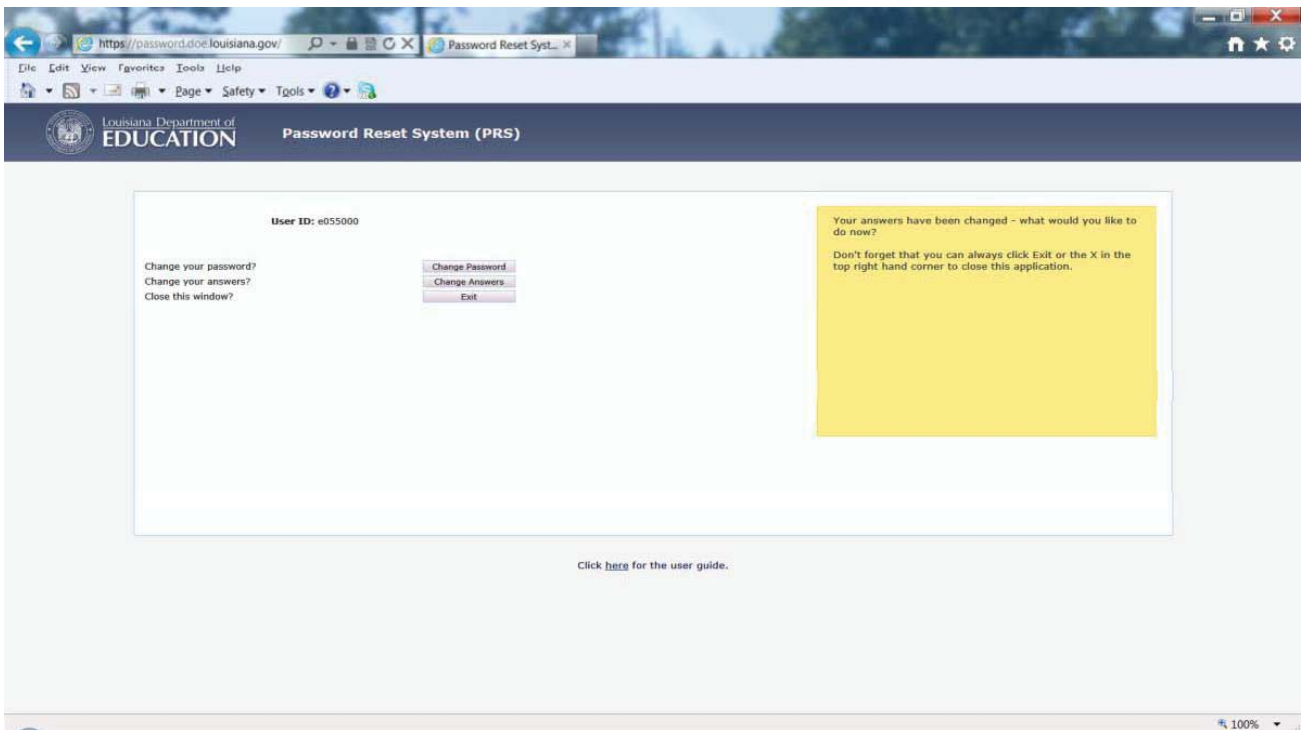
Enter your **Password** in the Password field. Click '**Verify Password**'.

The following screen will be displayed:



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:

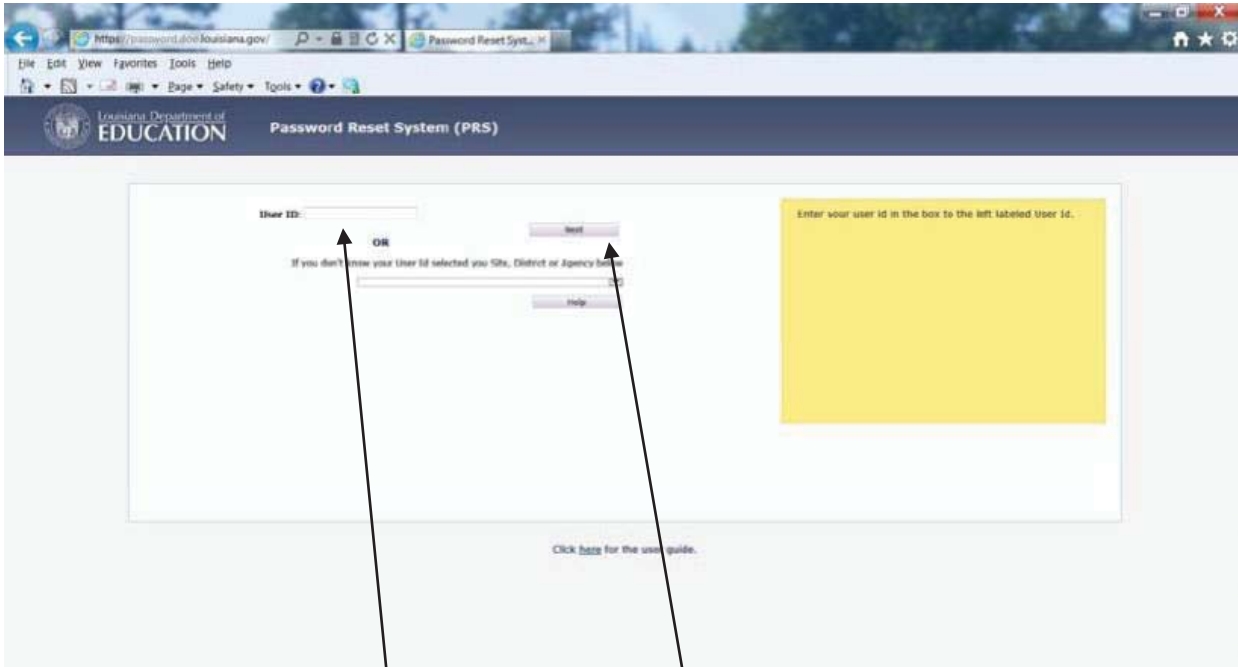


Your PRS account is now set up. You may click **'Exit'** to close PRS.

## Resetting your Password

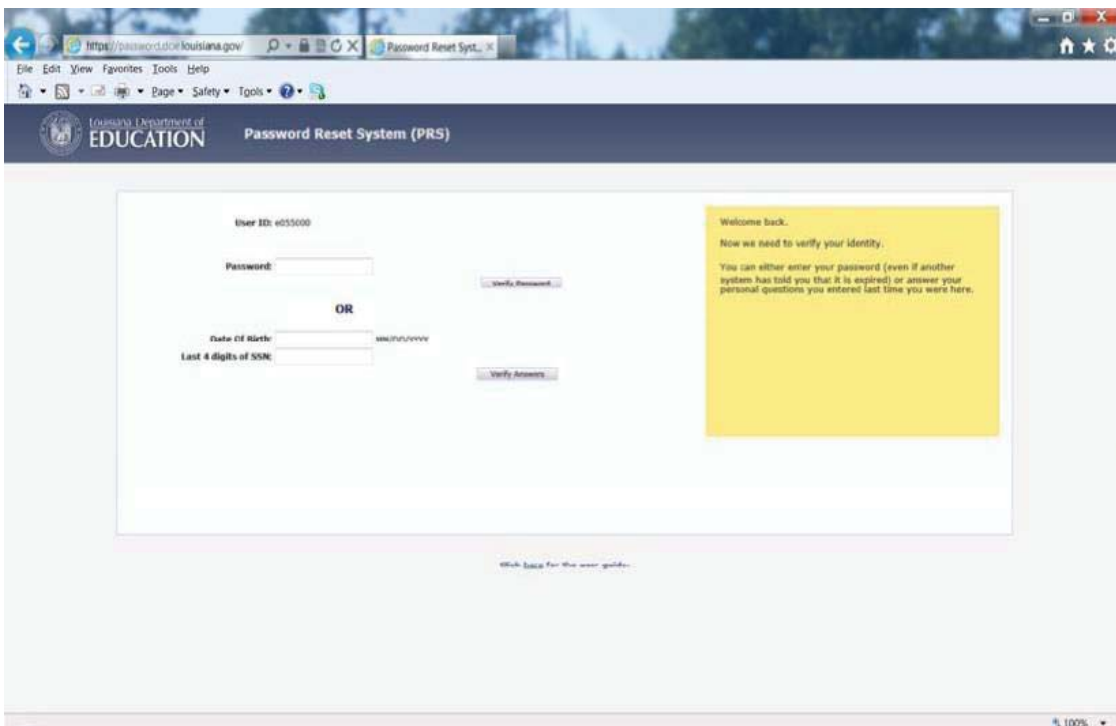
Enter the PRS URL <https://password.doe.louisiana.gov> in your Internet Browser address bar and press enter.

The following screen will be displayed:



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

The following screen will be displayed:



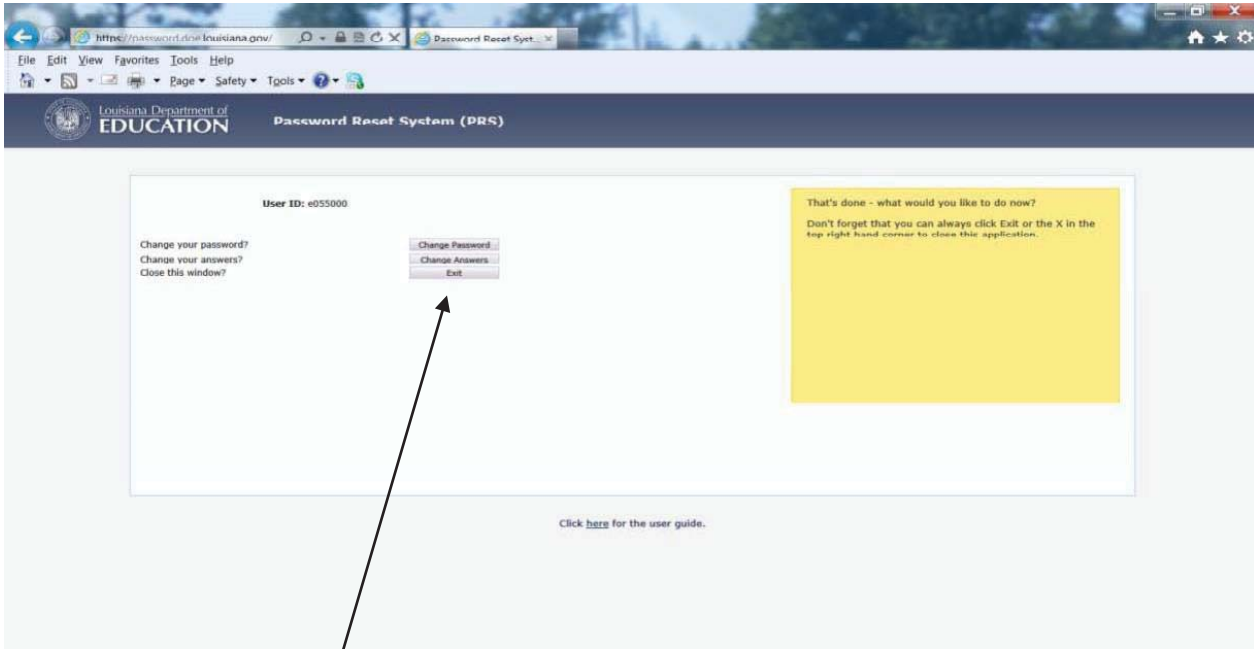
To verify your identity:

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

Or

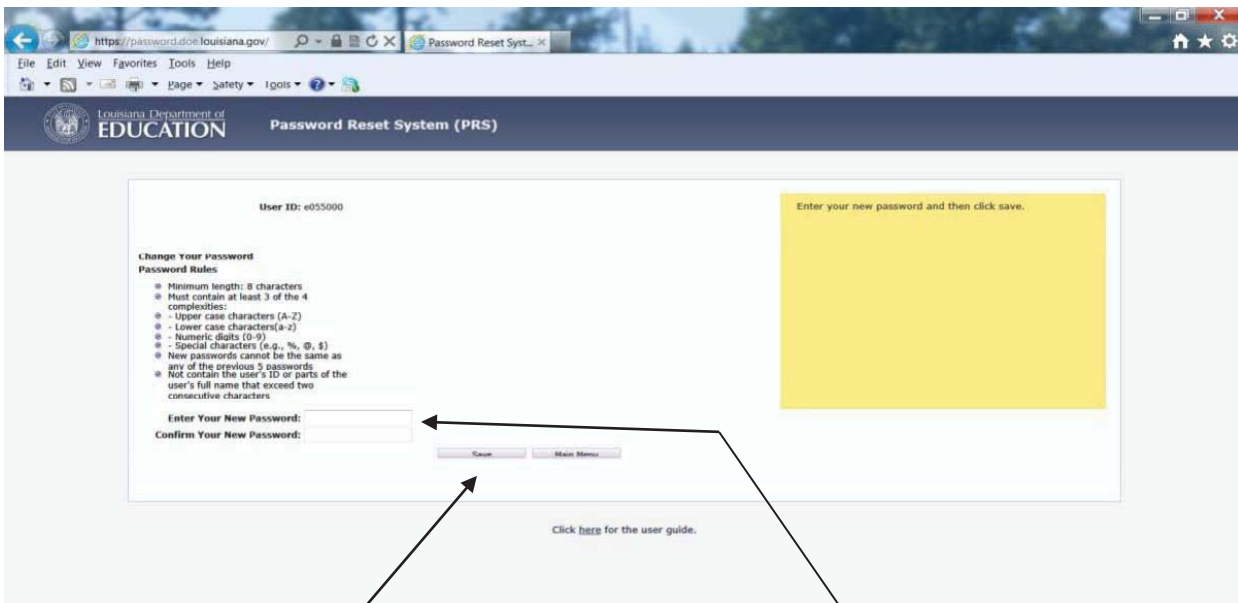
- You may enter the **answers to your personal questions** and click **'Verify Answers'**.

The following screen will be displayed:



Click **'Change Password'**

The following screen will be displayed:



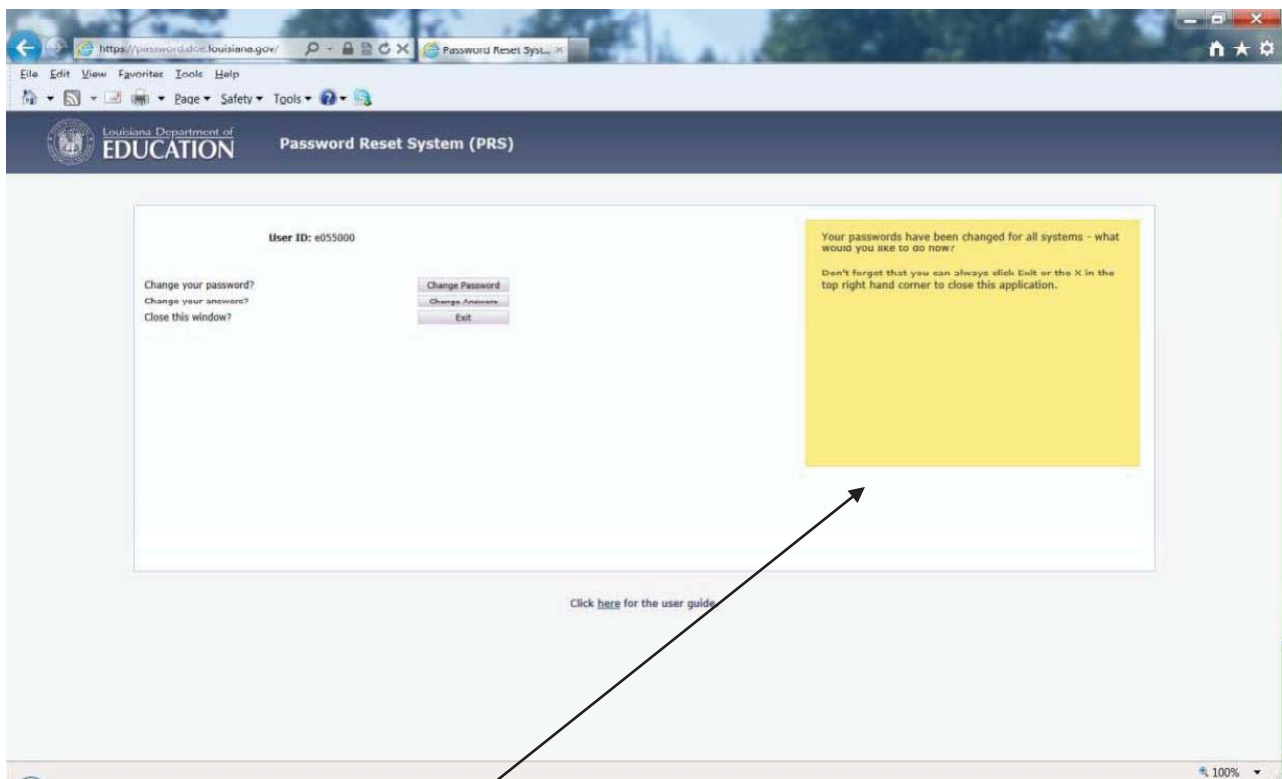
Type the new password value in the **'Enter Your New Password'** and **'Confirm Your New Password'** fields and click **'Save'**.

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:



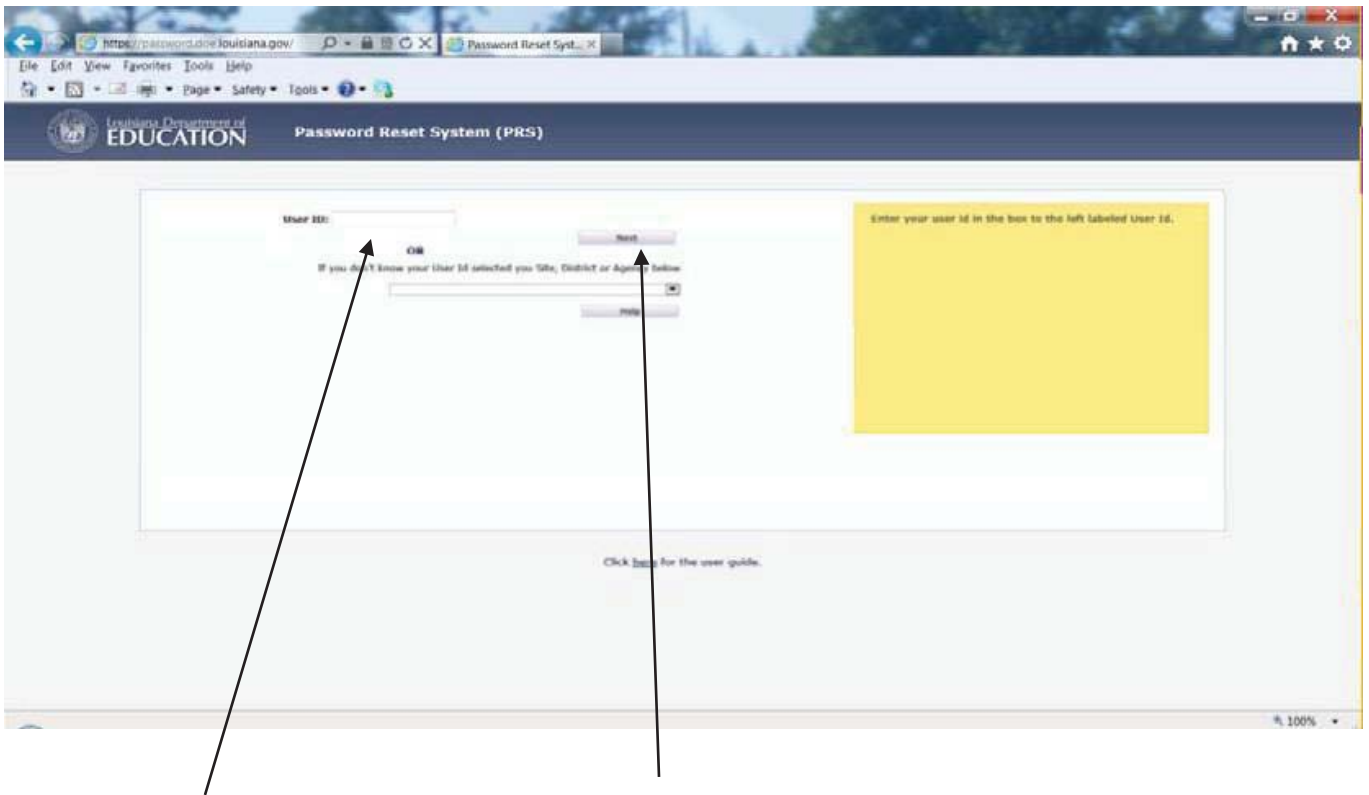
Notice the message in the yellow box states that your password has been changed.

You may click 'Exit' to close PRS.

## Changing the answers to your personal questions

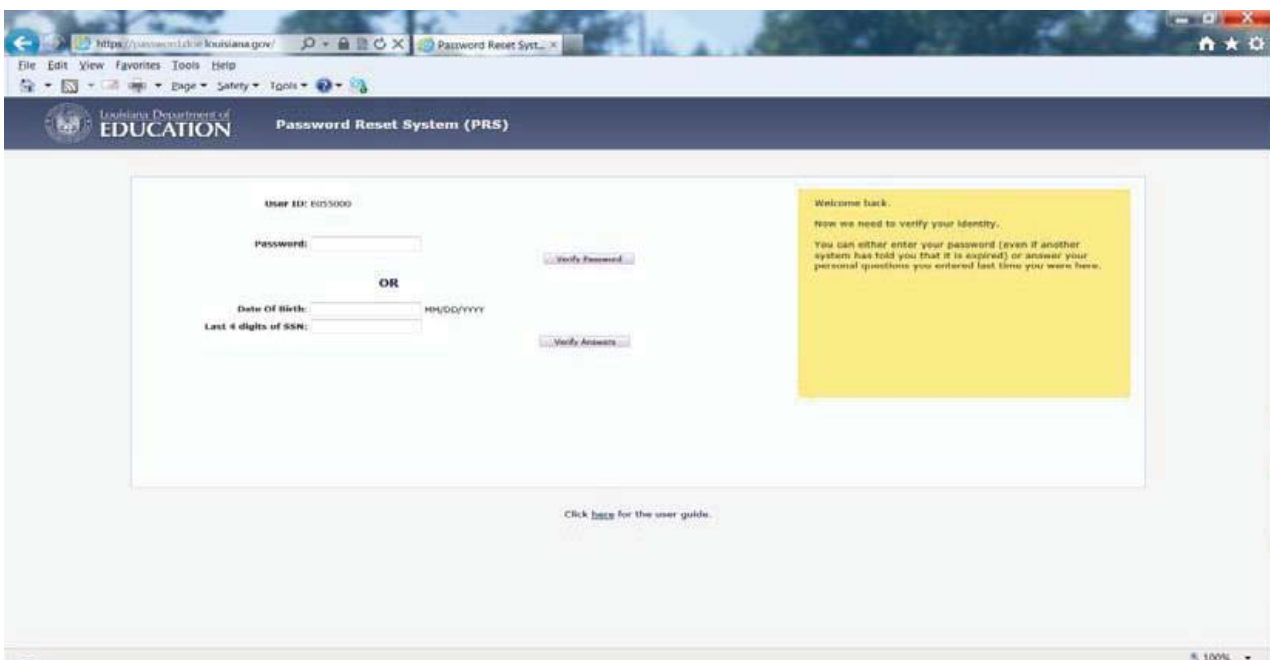
Enter the PRS URL <https://password.doe.louisiana.gov> in your Internet Browser address bar and press enter.

The following screen will be displayed:



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

The following screen will be displayed:



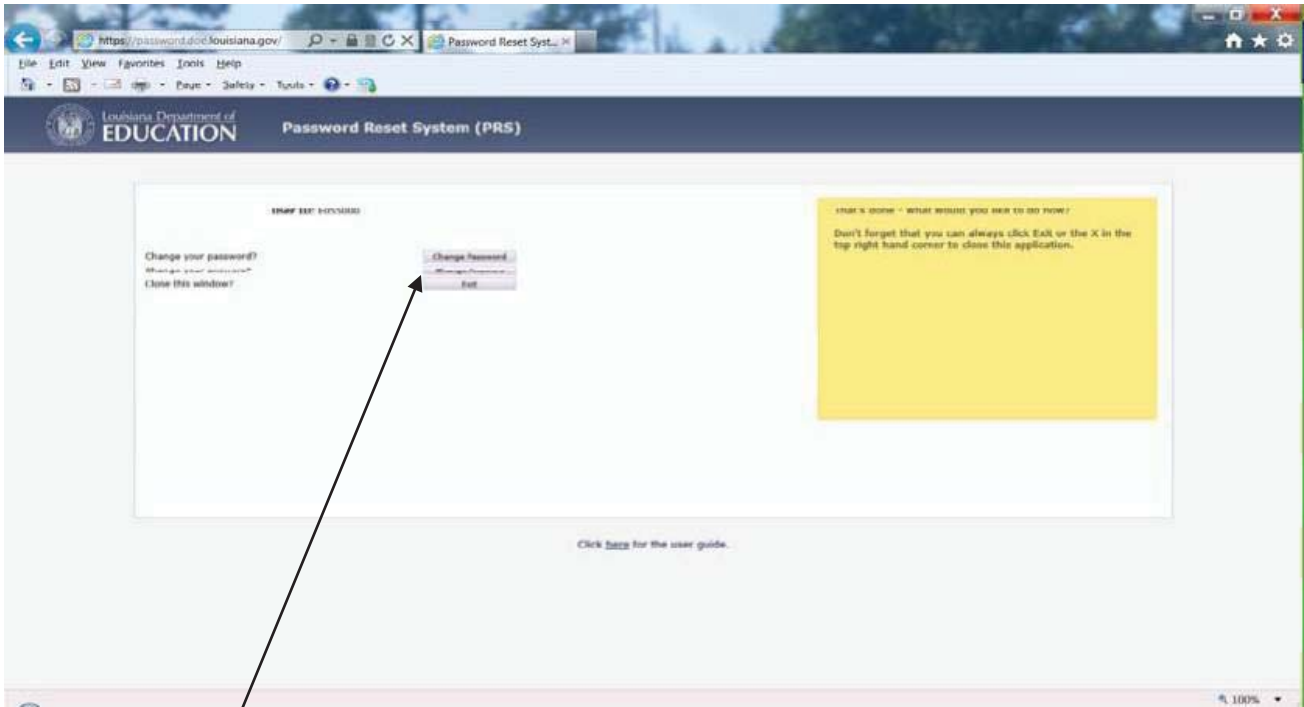
To verify your identity:

- You may enter **your password** in the password field and click **‘Verify Password’**.

Or

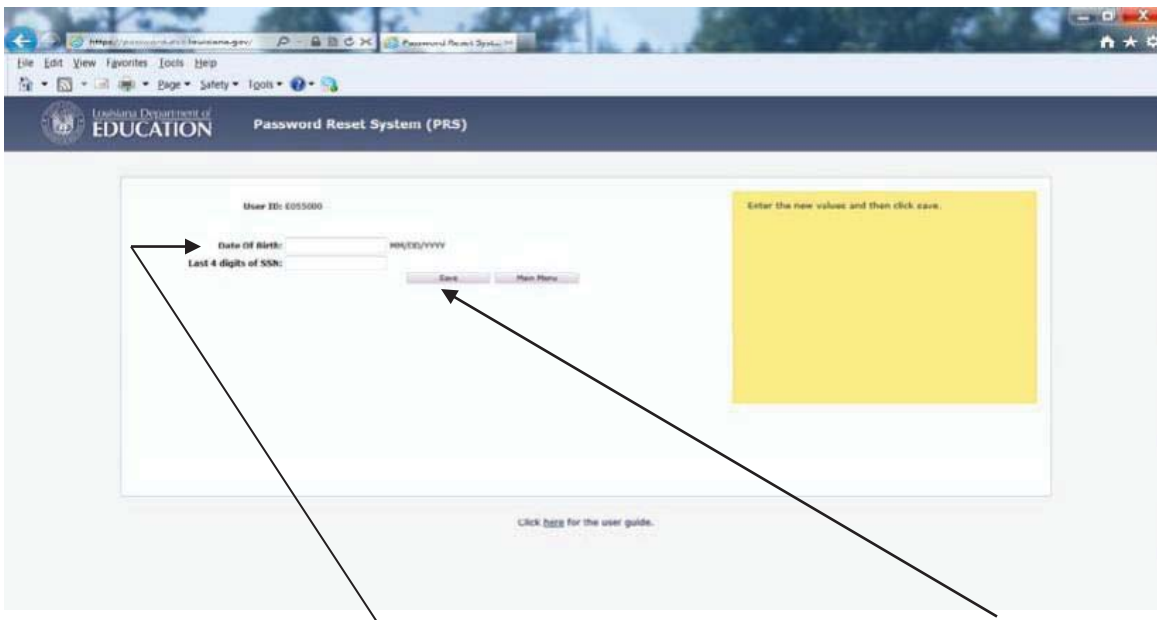
- You may enter the **answers to your personal questions** and click **‘Verify Answers’**.

The following screen will be displayed:



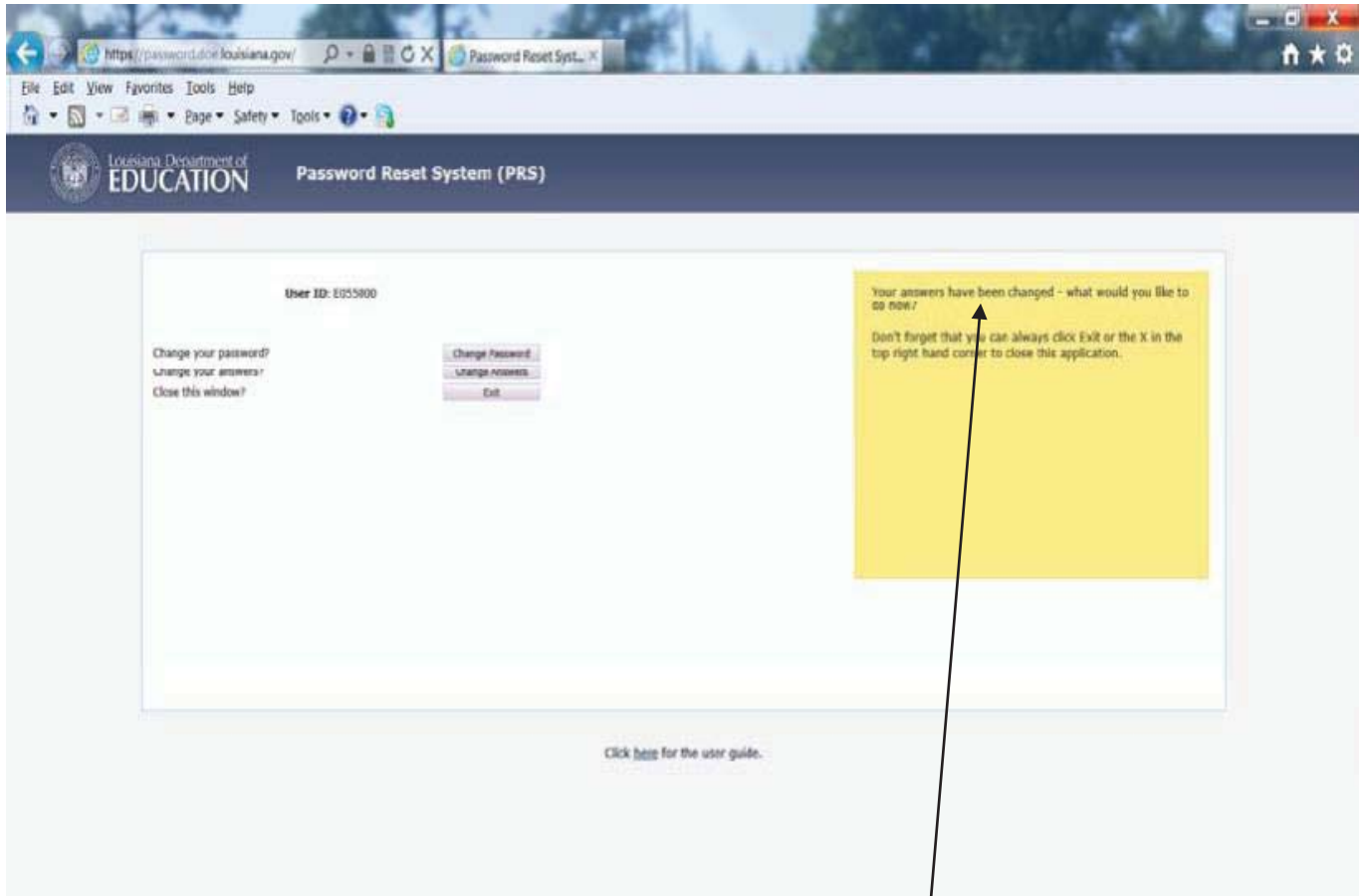
Click **‘Change Answers’**

The following screen will be displayed:



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

The following screen will be displayed:



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.