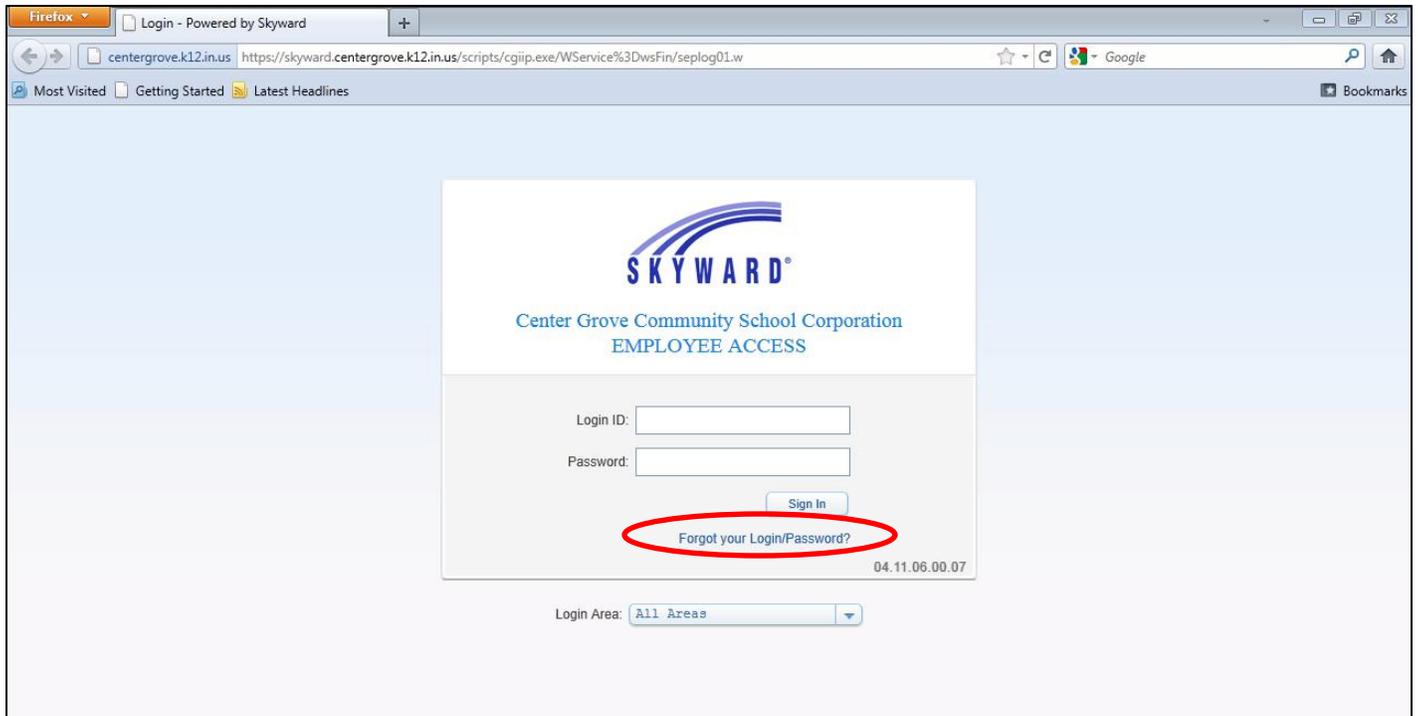
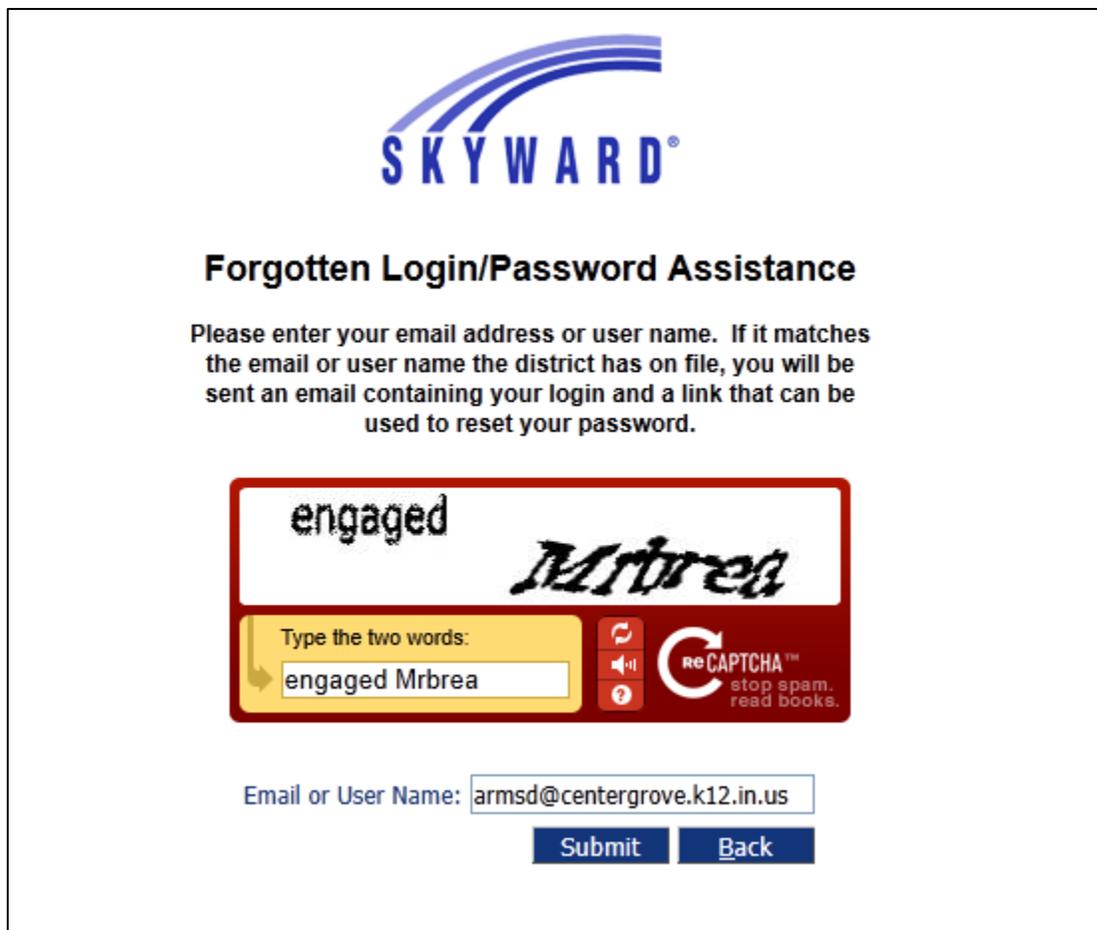


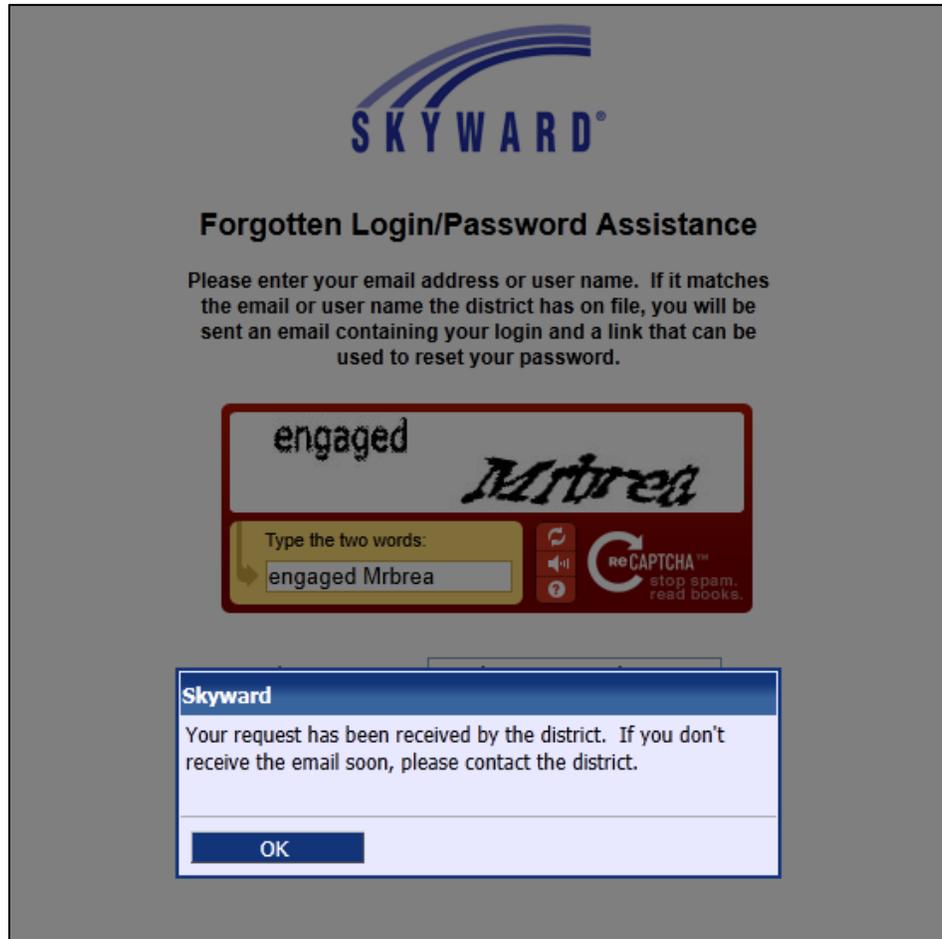
If you have a Center Grove email address (this includes certified staff, office staff, classroom assistants), you can utilize the “Forgot your Login/Password” option, located on the Employee Access login screen.



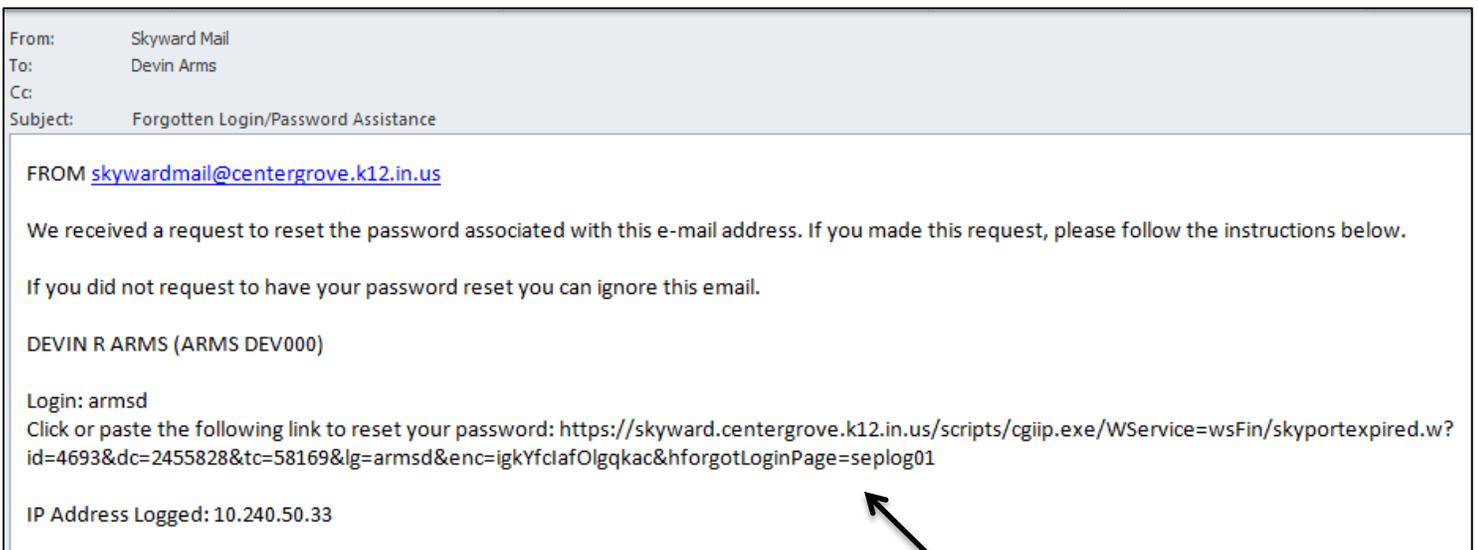
After clicking the link, you will then be asked to type the *captcha* message (this is a security precaution) and then enter your email address. Again, this feature will only work if you have a Center Grove email address.



After clicking Submit, your request will be processed and an email will be sent to your Center Grove account.

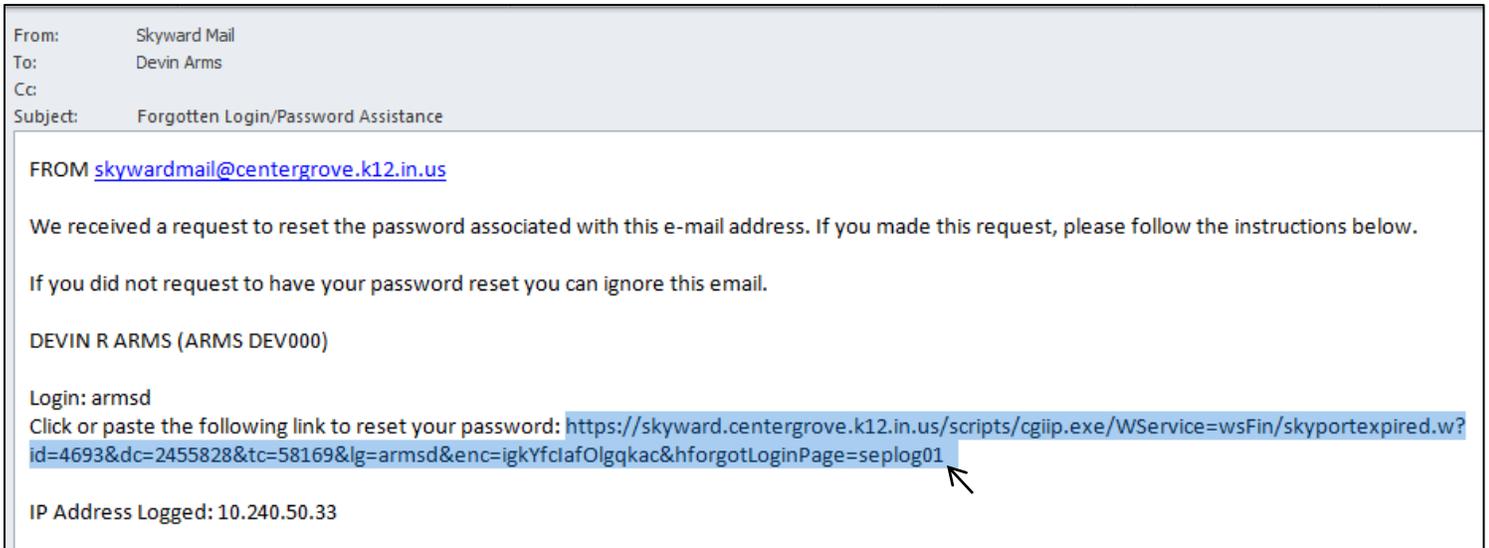


Shortly after submitting the request, you will receive an email with an account reset link. **You must copy and paste this link into the URL field – you cannot click on the link.**

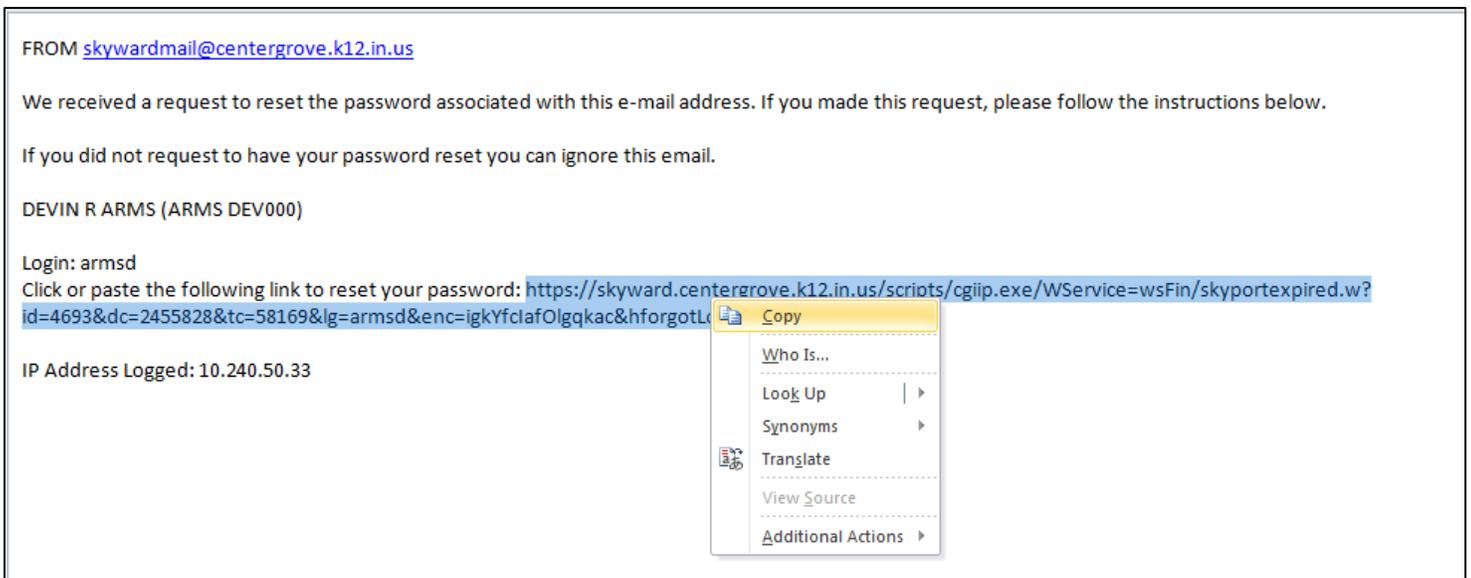


**This is the URL that you must copy and paste into the URL field of your web**

To copy and paste text, please follow the instructions below.

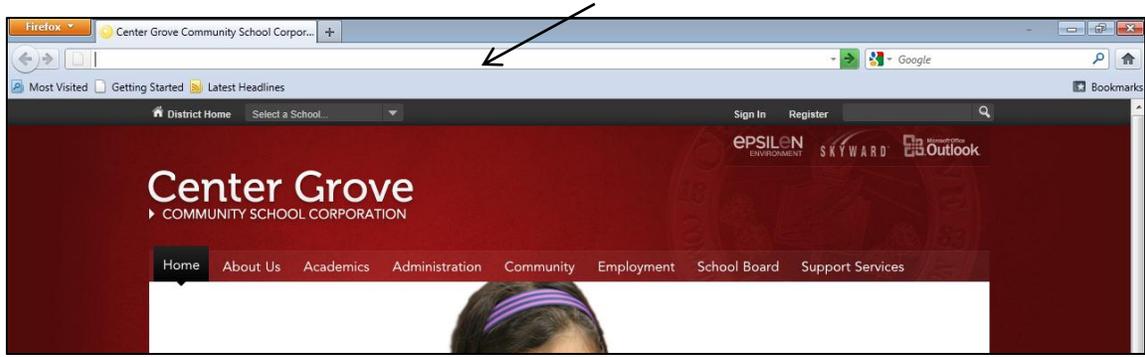


Move the mouse cursor to the very end of the web address. “Left-click” and hold the mouse button down while dragging the cursor over the entire web address. As you drag the cursor over the web address, you will see that it becomes highlighted. Release the left-button on your mouse when you have highlighted all of the text.

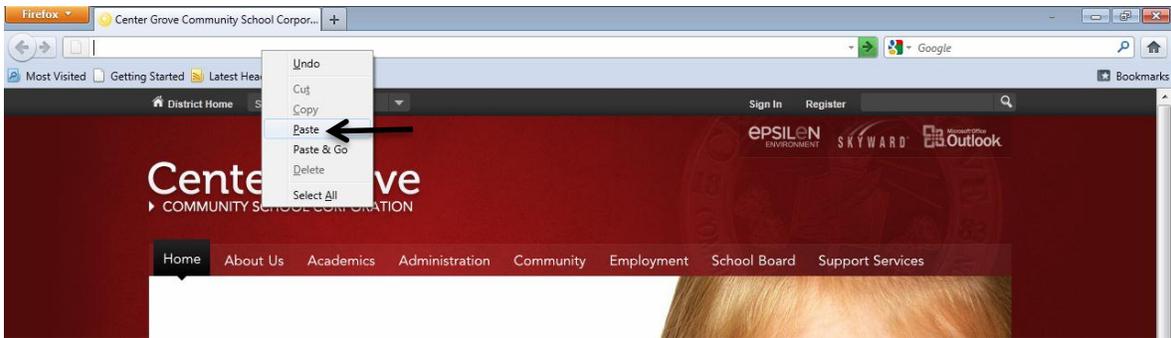


Next, move your cursor over the web address and “right-click.” This will give you several options, one of which is to copy the text. Left-click copy.

Finally, you will paste the web address into the URL field in your web browser. Open up your web browser and delete the web address that is in the URL field.



Move your mouse cursor into the URL field and right-click. One of your options will be to Paste. Left-click the word Paste. After pasting the web address into the URL field, press the "Enter" button on your keyboard.



You will be redirected to the page where you can reset your Employee Access password. When you reset your password, it must be different than the previous password (security precaution). Also, you must include a number and a special character (!@#\$% etc.)

<b>Forgotten Login/Password Assistance</b>	
Please enter a new password.	
Name: <b>ARMS, DEVIN</b>	
Login: <b>armsd</b>	
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/> <input type="button" value="Submit"/>
Number of Special Characters Required:	<input type="text" value="1"/>
Minimum Password Length:	<input type="text" value="6"/>
Number of Passwords Before Reuse:	<input type="text" value="5"/>
Name Used As: <b>SECURITY USER EMPLOYEE</b>	

You will receive a confirmation that your password was successfully changed. You will now need to go back to the login screen and enter your username and new password there. Please make every attempt to remember your Employee Access password, either by writing it down or creating a password that is easy to remember.

