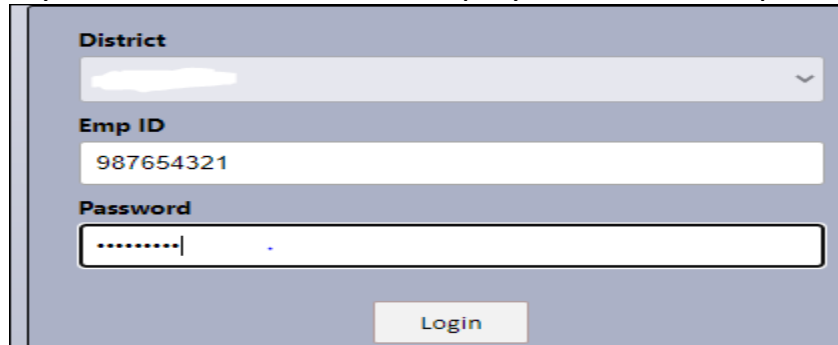
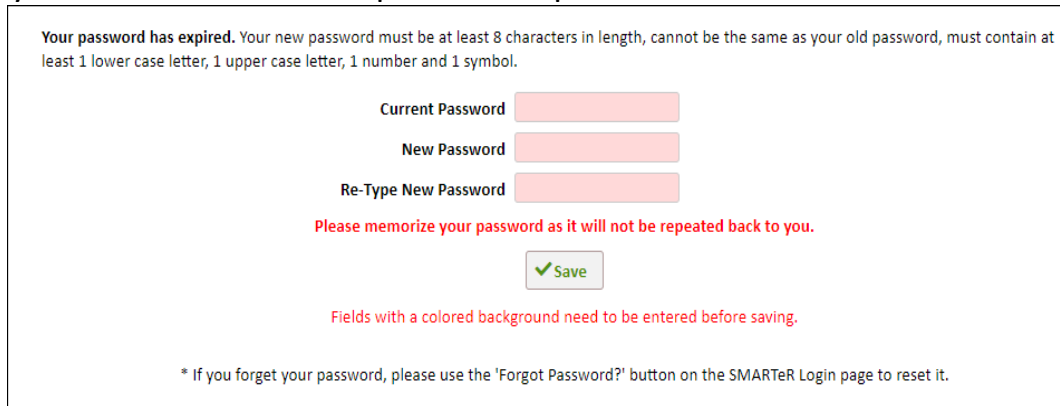


The new employee needs to enter their Employee ID and their password



The login form has a light blue background. It contains three input fields: a dropdown menu for 'District', a text field for 'Emp ID' containing the value '987654321', and a password field with masked characters '.....'. Below the password field is a 'Login' button.

Employee will be directed to update their password.



The password update form has a white background. It contains three text input fields: 'Current Password', 'New Password', and 'Re-Type New Password'. Below these fields is a red message: 'Please memorize your password as it will not be repeated back to you.' followed by a green 'Save' button. At the bottom, there is a red note: 'Fields with a colored background need to be entered before saving.' and a footer note: '* If you forget your password, please use the 'Forgot Password?' button on the SMARTeR Login page to reset it.'

SMARTeR will require all SMART ER users to have **one** of the following information factors within SMART to accept a MFA code into SMARTeR for access.

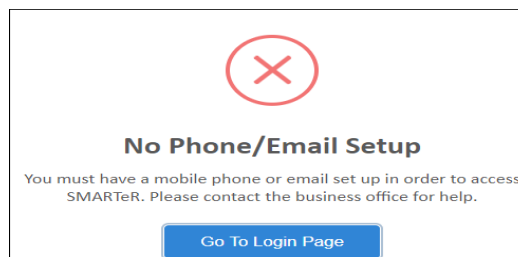
Work Email

Personal Email

Personal Phone

The process will involve the employee logging into SMART eR, enter their identification number and password. The user will be directed to the Authentication Screen.

If the employee has not setup any verification methods, the employee will receive the following message.



The message box has a white background. It features a red circle with a white 'X' at the top. Below it is the title 'No Phone/Email Setup' in bold. The text reads: 'You must have a mobile phone or email set up in order to access SMARTeR. Please contact the business office for help.' At the bottom is a blue button labeled 'Go To Login Page'.

If employee receives this error, they must contact the district office and the district will need to enter a work email (minimally) under Employee | Employee Information | Supp Info.

Home Phone	() -
Mobile Phone	() -
Work Phone	() -
Work Ext	
Work Email	
Home Email	

Once an employee reaches the verification screen, the employee can choose which verification method to obtain the verification code. In the example below- I don't have my mobile phone as a choice.

The "I already have a code button" works if the employee logs out of SMARTeR before they have entered the code. The code is valid for 30 minutes.

Please click the button to receive your security code to verify your identity.
Note: A code is only valid for 30 minutes or until used successfully.

- ✓ Employee will have 2 minutes to enter the validation code.
- ✓ Employee will be able to enter the code three times before the employee is locked.
- ✓ The verification code expires after 30 minutes.

The email verification will look like this. The verification code is seven numbers.

An invalid attempt will automatically be logged in **56** seconds

Verification Code

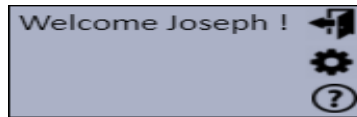
email_address@your_domain.com | Joe

SMART eR Verification Code

Your SMART eR verification code is 1743350. You must enter your code in SMART eR to allow eR access. Your code will expire in 30 minutes. If you did not make this change, please contact the Business office.

This is a non-monitored email account. Please do not reply to this account.

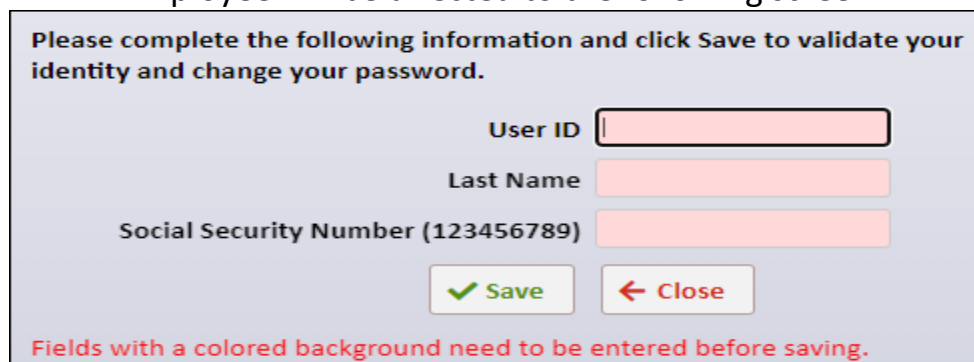
Once the employee enters their verification code, the employee's SMARTeR page will open.



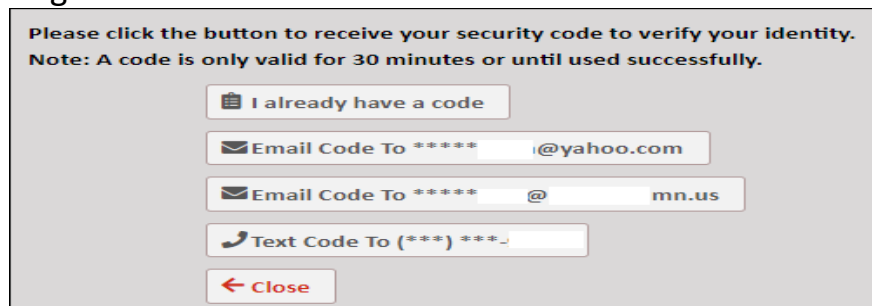
If employee has set their password and forgot it they can select.



Employee will be directed to the following screen

A form titled "Please complete the following information and click Save to validate your identity and change your password." It contains three input fields: "User ID", "Last Name", and "Social Security Number (123456789)". The "User ID" field has a red background. Below the fields are two buttons: "Save" with a green checkmark and "Close" with a red arrow. At the bottom, a red text note states: "Fields with a colored background need to be entered before saving."

And then you will need to process a multi-factor verification to confirm the password change.

A form titled "Please click the button to receive your security code to verify your identity." with a note: "Note: A code is only valid for 30 minutes or until used successfully." It includes a button "I already have a code" and three email input fields: "Email Code To *****@yahoo.com", "Email Code To *****@mn.us", and "Text Code To (***).***". A "Close" button is at the bottom.