

# SCRIC Self Service Password Reset Enrollment Quick Reference Guide

1. Enter <https://Selfservice.southcentralric.org> into any browser.


<https://selfservice.southcentralric.org>

2. Enter your district email address and click Continue.  
Please enter your email address in the box below.

teststaff@btboces.org

Continue

3. Select "continue" from the Enrollment screen.

 You must first Enroll to use The Self Service Portal

The first step in using The Self Service Portal is to enroll. You must provide answers that only you would know to 4 unique identity questions.

You must also confirm your email address, so we can send you a notification anytime your account is accessed via The Self Service Portal.

Continue

4. From the verification screen enter the password you use to logon to your computer in the Password textbox and select "continue".

 Account Verification

TestStaff@BTBOCES.ORG

Password:

Cancel

Continue

5. Select a question from the Question 1 dropdown list and enter the answer in Answer 1 textbox. Repeat Question for Questions 2 and 3

Question 1:

-- Please Select a Question --

Answer 1:

Question 2:

-- Please Select a Question --

Answer 2:

from the Question 4 dropdown list, enter an answer in Answer 4 textbox

**Semi-Private Question:** When you call the Help Desk, you may be asked to disclose this answer to verify your identity.

Question 4:

-- Please Select a Question --

Answer 4:

7. (Optional) Provide a mobile phone number or personal email address to be able to reset your password with a security code instead of answering security questions. For SMS, please select your wireless carrier before proceeding to the next step.

 Enrolling TestStaff@BTBOCES.ORG (Test Staff)

How would you like to receive authentication codes?

- Text Message
- Secondary Email

Country:

UNITED STATES

Carrier:

Alltel (Allied Wireless)

Mobile Number:

Click the Send Authentication Code Now button to receive a text message, then enter the code to continue.

Send Authentication Code Now

Authentication Code

Cancel

Continue

8. Congratulations! You have successfully enrolled into the SCRIC Self Service Portal.

 You have successfully enrolled in The Self Service Portal. You may come back any time to reset your password, check your password expiration date or update your enrollment information.

Continue

6. Question 4 is Semi-Private and may be used by the Service Desk to verify your identity. Select a question