

Unlock/Expire User ID

This option expires your locked account.

Employees tab: Select the employee in your district or perform a query on either the employee Name, SSN and/or school number (example - Margaret L. Dixon, xxx-xx-0159, 001), then execute the query to see the result.

In order to unlock/expire a user id, select the employee and press the Unlock/Expire User ID button.

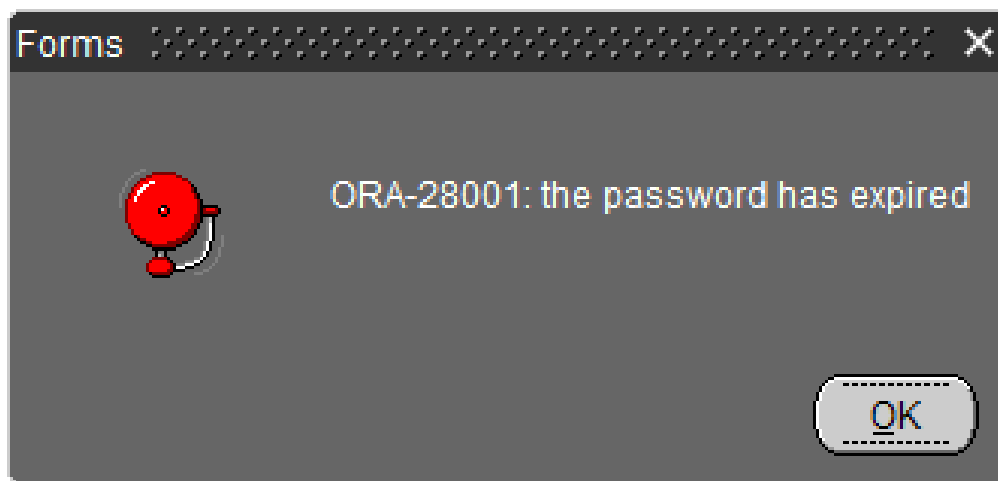


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Messages that will display:

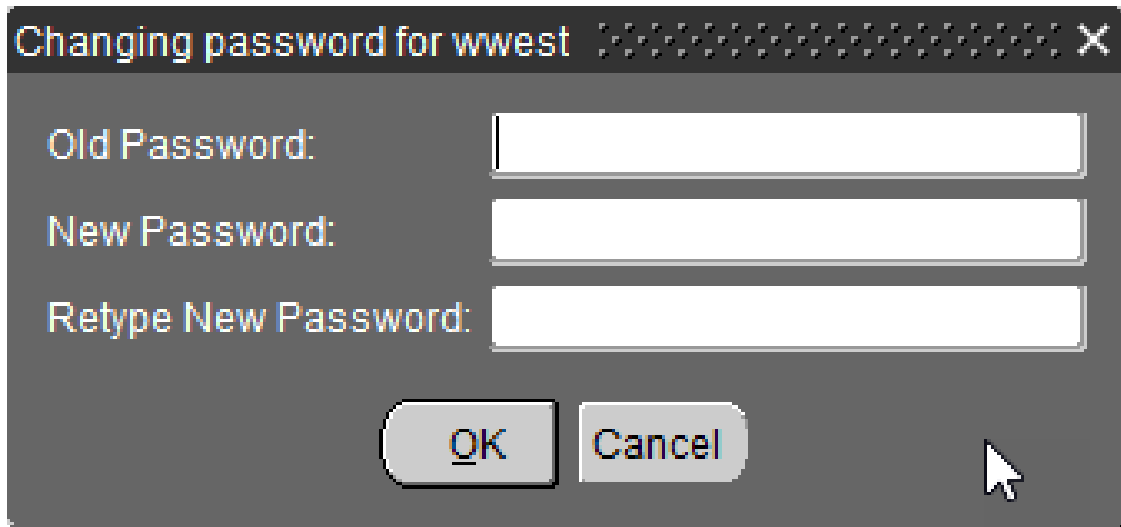
- “User _____ account is unlocked”.

After unlocking the user account. The system will expire your password and have you to change your old password.



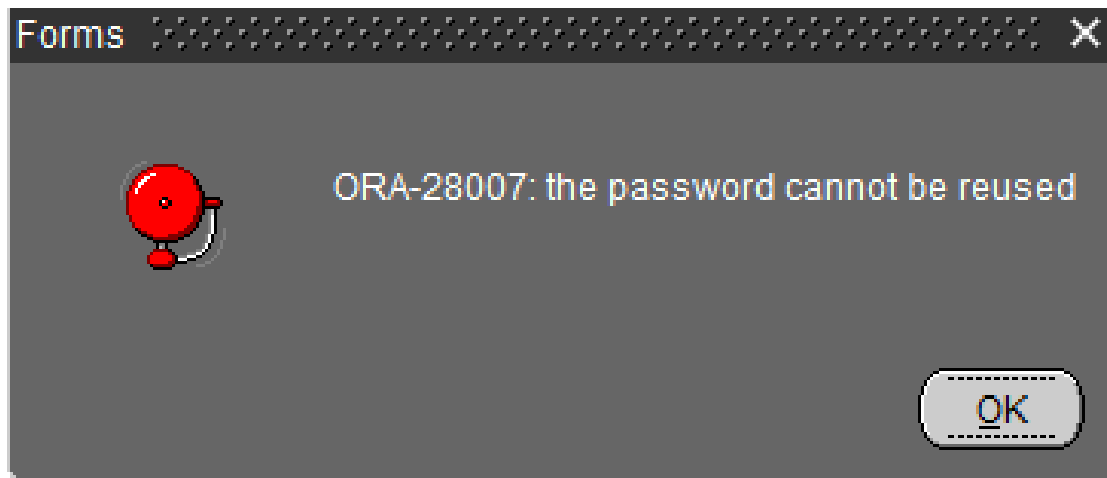
The old password must be enter and the new password enter twice.

The new password requires a minimum of 8, first character must be an alpha character and you must have at least 1 numeric character "a2345678910a" with no special characters.



A screenshot of a Windows-style dialog box titled "Changing password for wwest". The dialog box has a dark gray background and a title bar with a close button (X) on the right. It contains three text input fields: "Old Password:", "New Password:", and "Retype New Password:". Below the fields are two buttons: "OK" and "Cancel". A mouse cursor is visible over the "Cancel" button.

You can not use a previous used password.



A screenshot of an Oracle error message dialog box titled "Forms". The dialog box has a dark gray background and a title bar with a close button (X) on the right. It features a red bell icon on the left. The main text reads "ORA-28007: the password cannot be reused". At the bottom right, there is an "OK" button.