

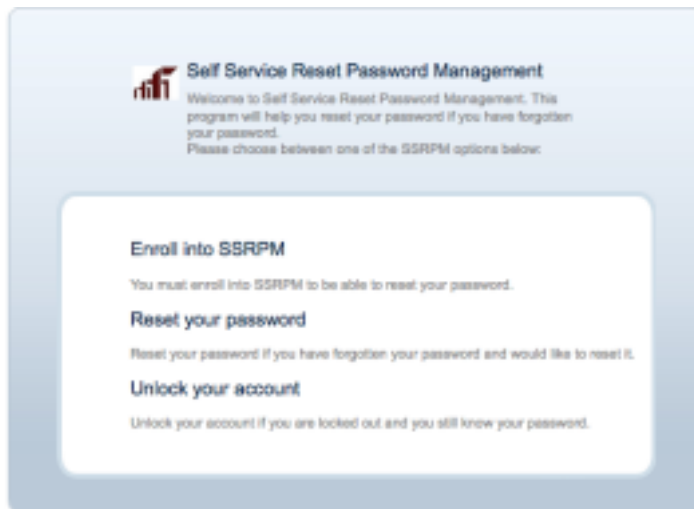
Moline-Coal Valley SSRPM Service

All employees of the Moline-Coal Valley School District that have network accounts will be required to change their password twice a year. This SSRPM procedure allows employees to manage their password at any time and with any web-enabled device. Once enrolled, staff can reset forgotten passwords or unlock accounts after too many attempts.

Enrolling

SSRPM Enrollment is a requirement for all employees with a network account. **EdTech will direct all password requests to this system.**

1. Visit the following link: <https://ssrpm.molineschools.org>.
2. Click the “Enroll into SSRPM” link.



3. Enter your Username **WITHOUT** the “@molineschools.org”.
4. Enter your password. Contact EdTech if that is not known.
5. Click “Continue”.
6. Choose three security questions and answers to each question. These will be used in the future to identify employees that have forgotten passwords or locked accounts.
7. Click “Enroll”.
8. Go back to <https://ssrpm.molineschools.org> to change your password **if you have not done so already.** Passwords should meet the following complexity requirements:
 - a. Minimum of 8 characters
 - b. Mixture of letters and numbers
 - c. Include at least one capitalized letter and 1 special character

