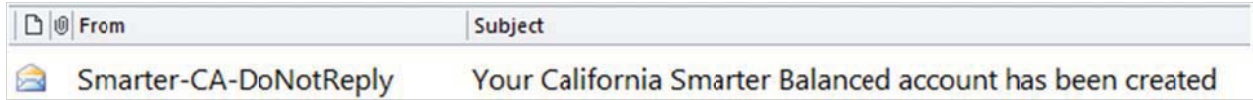


RECEIVING YOUR FIRST PASSWORD – (NEED TO KNOW)

1

Testing Administrators (“TA” - anyone who will be administering the test), and School Coordinators (“SC” – anyone at the site who may need to add users) temporary log-in password will be distributed by way of e-mail from SBAC. Once received, you will be prompted to set a password. The e-mail should come with a “From” and “Subject” heading such as:



2

The body of the e-mail will have a temporary password:

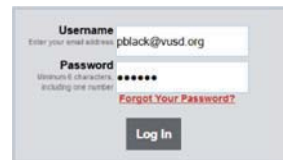
Your temporary password is: Chlkix

and directions, along with a link, to access and update the password:

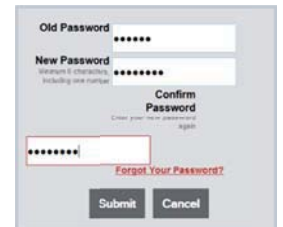
Click the following link to access your account and update your password: <https://ca.openam.airast.org/auth/UI/Login>.

3

Clicking on the link will take the user to a log-in screen:



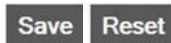
The username should be your district e-mail address, and the temporary password is taken off of the e-mail notification. Once you initially successfully log in, the window will change to allow a new password to be created:



A security question will need to be answered. Select one of three:

Questions (3 Questions)	Answer
Question	
<input type="checkbox"/> In what city or town was your first job?	
<input type="checkbox"/> What is the name of your first pet?	
<input checked="" type="checkbox"/> What is your birth city?	Seoul

Click Save:



This will take you to the main portal:

