



# School Data Bank Services

## Curricula and Instructional Technology Database



### ***User Guide***

Link to Database: <https://EducationalResourceDatabase.esboces.org>

Website: <https://www.esboces.org/ess> & <https://www.esboces.org/Curriculum Council>

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## **Purpose**

This manual will guide the end user to navigate the Curricula and Instructional Technology Database successfully. The components of this manual will demonstrate:

## ***How to...***

1. Access the Curricula and Instructional Technology Database
2. Log in
3. Add/Modify Educational Product Information
4. Generate Reports
5. Request Additional User Accounts

**NOTE:** This feature is only available for the “**District Administrator**” role

6. Change Passwords

## Accessing the Curricula and Instructional Technology Database

The Database can be directly accessed by using the following link:

<https://educationalresourcedatabase.esboces.org/ESS/WebModules/Accounts/Login.aspx>

The Database can also be accessed by navigating to: <http://esboces.org> and following the directions below:

Select the **Programs and Services** tab and then scroll down and over and select **Educational Support Services**.

The screenshot shows the Eastern Suffolk BOCES website navigation. The 'PROGRAMS & SERVICES' tab is selected. The dropdown menu lists the following services:

Administrative and Business Services	Duplication and Printing	ITI-BSE	Special Education
Adult Education	Educational Support Services	L.I. RBERN	Student Assistance Services
Arts-in-Education	Employee Assistance Program	Model Schools	Student Data Services
Assessment Training and Scoring	ENL/Bilingual	Negotiations Information Service (NIS)	Substitute Services
Auction Services	Family Education Outreach Program	Nonpublic School Textbooks	Supported Employment
Career and Technical Education - Academy LI	Financial and District Services	Professional Development	Technology Acquisition
Communications and Research	Food Services Management	Regional Certification	Third Party Assessments
Cooperative Bidding	Grants Management	Regional Information Center	Transportation
District Contracts	Health and Safety	School Library System	Virtual Learning
Diversity, Equity, and Inclusivity	Human Resources	Special Career Education	

Below the menu are icons for:

- Adult Education
- Career & Technical Education - Academy LI
- Special Education
- Special Career Education
- Professional Development

## Accessing the Curricula and Instructional Technology Database

(continued)

Under **Services** (on the left) select **Curriculum Council**.

The screenshot shows the Eastern Suffolk BOCES website. The navigation bar includes: HOME, ABOUT US, PROGRAMS & SERVICES, COURSES, FOR PARENTS, DISTRICT RESOURCES, CORONAVIRUS INFORMATION. The 'Services' menu is expanded, with 'Curriculum Council' circled in red. The main content area is titled 'Educational Support Services' and includes a 'Contact' section with information for Kate Davern and Donna Guiffre.

**Services**

- > Arts-in-Education Exploratory Enrichment
- > Assessment Training/Scoring
- > **Curriculum Council**
- > Curriculum Development Service
- > Enrichment Programs
- > Leadership Development & Placement Service
- > Model Schools
- > Professional Development
- > Third Party Assessments
- > School Library System
- > School Data Bank Services

**Educational Support Services**

The Department of Educational Support Services offers a variety of high-quality programs and services designed to assist school districts in our region and beyond in enhancing instruction with the goal of improving student outcomes. Research-based and targeted to meet local needs, these services are available for teachers, administrators, support staff, Boards of Education, parents, and students.

Educational Support Services continues to improve communication with our districts through increased use of technology and data, including a variety of listservs and web-based information.

Initiatives include:

- Arts-in-Education/Exploratory Enrichment
- Coaching/Professional Development
- Collaborations with Local Colleges and Universities
- Cultural Competence
- Curriculum Development and Alignment
- Distance Learning/Blended Learning
- Educational Leadership and Support
- Grant Writing
- Junior Naval/Air Force ROTC
- Model Schools
- My Learning Plan
- NYS Standards and Assessments
- Race to the Top/APPR
- Literacy Programs/Reading Recovery

**Contact**

**Kate Davern**  
Director  
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Divisional Administrator  
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On the next screen under **Curriculum Council** (on the left) select **Curricula and Instructional Technology Database**.

The screenshot shows the Eastern Suffolk BOCES website. The navigation bar is the same as in the previous screenshot. The 'Curriculum Council' menu is expanded, with 'Curricula and Instructional Technology Database' circled in red. The main content area is titled 'About Curriculum Council' and includes a table of '2021-2022 Curriculum Council Members'.

**Curriculum Council**

- > About Curriculum Council
- > Curriculum Council Meeting Dates
- + 2021-2022 Curriculum Council Meeting Resources
- > **Curricula and Instructional Technology Database**
- > SED/SLE Resources
- > Timeline on NYS Standards & Assessments

**About Curriculum Council**

The Eastern Suffolk BOCES Curriculum Council is comprised of Assistant Superintendents of Curriculum and Instruction (*or other representatives*) representing our 51 component school districts. This council meets monthly to discuss curriculum and instruction for all students, and to receive the latest information regarding New York State Education Department initiatives.

CAB = Curriculum Advisory Board

**2021-2022 Curriculum Council Members**

District (Webpage)	Name	Title	Phone Number
<a href="#">Amagansett UFSD</a>	Seth Turner	Superintendent	(631) 267-3480
<a href="#">Amagansett UFSD</a>	Maria Dorr	Principal	(631) 267-3572 x 250
<a href="#">Bay Shore UFSD</a>	Dr. LaQuita Outlaw	Assistant Superintendent for Elementary Curriculum & Instruction	(631) 968-1212
<a href="#">Bay Shore UFSD</a>	Robert Pashkin	Assistant Superintendent for Secondary Curriculum & Instruction	(631) 968-1212

## Login Screen and Welcome Page

When the Login Screen appears enter your **“Username”** and **“Password”** and click **“Login”**.

The screenshot shows the login interface for the Curricula and Instructional Technology Database. At the top left is the Eastern Suffolk BOCES logo. To its right are 'Home' and 'Back' buttons. Further right is the text 'Educational Support Services'. Below this is the heading 'Welcome to the Curricula and Instructional Technology Database' and the instruction 'Please log in below by supplying your username and password.' There are two input fields: 'Username:' and 'Password:'. A link 'Forgot Your Password?' is next to the password field. A 'Login' button is at the bottom. Red callout boxes point to the 'Username' field with the text 'Enter your Username', the 'Password' field with 'Enter your Password', and the 'Login' button with 'Click Login'.

After you login the **“Welcome to the Curricula and Instructional Technology Database”** screen will display. Select the **“District”**, using the drop-down arrow/box. Then select one **“Category”** using the radio buttons and click on **“Add/Modify Educational Product Info”**.

The screenshot shows the dashboard after login. It features the same header as the login screen. Below the header is the heading 'Welcome to the Curricula and Instructional Technology Database'. There is a 'District:' dropdown menu. Below it is a 'Select Category:' section with five radio button options: 'Curricula Type' (selected), 'Instructional Technology', '3rd Party Assessments', 'Distance Learning', 'School Library System', and 'English Language Learners'. A red callout box points to the 'District:' dropdown with the text 'Select the District' and a note: 'NOTE: District selection is only available for BOCES Administrator roles. The District will be populated for all other roles'. Another red callout box points to the radio button options with the text 'Select one Category' and a note: 'NOTE: Curricula Type and English Language Learners are not available categories for the Tech Director role'. A third red callout box points to the 'Add/Modify Educational Product Info' button with the text 'After you have made your selections click on Add/Modify Educational Product Info'. Below the category selection is a 'Reports' section with two buttons: 'District Product Summary Report' and 'Products Used By Other Districts Report'. At the bottom is a 'Change Password' link.

## Add / **Modify** Educational Product Information

The “[Educational Product Info](#)” screen will populate.

To Modify the Product Information, select “**Subject**” and “**Subject Sub-Categories**”. The Description and Sub-Categories for the selected subject will display.

Select “**page numbers**” to view additional descriptions. Select or deselect “**check boxes**” to add or remove descriptions for sub-categories. After making selections select “**Save**” or “**Save and Exit**”.

The screenshot shows the 'Educational Support Services' interface for 'Curricula Type for 2021 - 2022'. A dropdown menu for 'Subject' is set to 'ELA'. Radio buttons for 'Pre-K-8', '9-12', and 'AP English' are visible. A table lists various curriculum descriptions with checkboxes for each grade level (Pre-K through 8). At the bottom, there are buttons for 'Enter New Items', 'Save and Exit', and 'Save', along with a link to request a product description modification.

Description	Pre-K	K	1	2	3	4	5	6	7	8
Adapted Common Core Modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
America Now	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Arriba La Lectura	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Balanced Literacy - Locally Designed Curricula	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Big Day for Pre-K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CKLA-Core Knowledge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Common Core Modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Countdown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Creative Curriculum - PreSchool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
EL Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
English (Prentice Hall)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Expeditionary Learning Modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Fountas & Pinnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Fountas & Pinnell Phonics, Spelling and Word Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Fountas & Pinnell Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Fundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Good Habits/Great Readers (Pearson)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRAIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Great Books-Junior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Into Reading (HMH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Journeys (HMH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						



## Reports

### District Product Summary Report

The District Product List Report displays all Product Information for all subjects for the district selected. To view this report select "**District Product Summary Report**"

Eastern Suffolk BOCES

Home  
Back

Educational Support Services

Welcome to the Curricula and Instructional Technology Database

District:

Select Category:

- Curricula Type
- Instructional Technology
- 3rd Party Assessments
- Distance Learning
- School Library System
- English Language Learners

Add/Modify Educational Product Info

Reports

District Product Summary Report    Products Used By Other Districts Report

[Change Password](#)

On the next screen select the desired "**School Years**" and then "**Print Report**"

Eastern Suffolk BOCES

Home  
Back

Educational Support Services

All Categories

School Years:

2021 - 2022  
2020 - 2021

Print Report

## Reports

### District Product Summary Report

The **District Product Summary Report** displays all Products, corresponding Grades for the District and School Year(s) selected, in chronological and alphabetical order by School Year and Product, for all subjects.

 <b>District Product List</b>	
<b>Curricula Type</b>	
<b>ELA</b>	
<u>Topic</u> <u>Detail</u> <u>Desc</u>	<u>School Year</u> <u>Grades</u>
Big Day for Pre-K	2022 Pre-K
CKLA-Core Knowledge	2022 Pre-K, K
College Board	2022 9
English (Prentice Hall)	2022 7, 8
Expeditionary Learning Modules	2022 9, 10, 11, 12
Good Habits/Great Readers (Pearson)	2022 K, 1, 2, 3, 4, 5
Locally Developed Curricula	2022 9, 10, 11, 12
My Perspectives (Pearson)	2022 6
Odell Literacy Program	2022 6, 7, 8, 9, 10, 11, 12
Units of Study - TC/Calkins	2022 1, 2, 3, 4, 5
Writing Framework (Collins)	2022 6, 9, 10, 11, 12
Writing Program (Collins)	2022 7, 8
<b>Math</b>	
<u>Topic</u> <u>Detail</u> <u>Desc</u>	<u>School Year</u> <u>Grades</u>
Algebra (Pearson)	2022 Algebra I
eMATHinstruction	2022 Algebra II, Geometry
Math (Glencoe/McGraw Hill)	2022 7, 8
Math (Houghton Mifflin)	2022 K, 1, 2, 3, 4, 5, 6
<b>Science</b>	
<u>Topic</u> <u>Detail</u> <u>Desc</u>	<u>School Year</u> <u>Grades</u>
Elevate Science (Pearson)	2022 K, 1, 2, 3, 4, 5, 6, 7, 8
<b>Social Studies</b>	
<u>Topic</u> <u>Detail</u> <u>Desc</u>	<u>School Year</u> <u>Grades</u>
DBQOnline	2022 6, 7, 8
Discovering Our Past (McGraw Hill)	2022 6
Integrated ELA Curriculum (PNWBOCES)	2022 K, 1, 2, 3, 4, 5, 6
Locally Developed Curricula	2022 K, 1, 8, Global History I and Geography I, Global History II and Geography II, U.S. History & Gov't, 2, 3, 4, 5, 6, 7
Stanford History Education Group	2022 Global History I and Geography I, Global History II and Geography II, U.S. History & Gov't

## Reports

### Products Used By Other Districts Report

The Product Used By Other Districts Report displays selected Product Information for the District, Year(s), Subject and Product(s) selected. To view this report, select "**Products Used By Other Districts Report**"

The screenshot shows the Eastern Suffolk BOCES Educational Support Services website. At the top left is the BOCES logo. To its right are 'Home' and 'Back' buttons. Further right is the text 'Educational Support Services'. Below this is a welcome message: 'Welcome to the Curricula and Instructional Technology Database'. The main content area features a 'District:' dropdown menu. Below it is a 'Select Category:' section with a list of radio buttons: 'Curricula Type' (selected), 'Instructional Technology', '3rd Party Assessments', 'Distance Learning', 'School Library System', and 'English Language Learners'. Below the list is an 'Add/Modify Educational Product Info' button. Underneath is a 'Reports' section with two buttons: 'District Product Summary Report' and 'Products Used By Other Districts Report'. Red boxes with arrows point to the 'Curricula Type' radio button (labeled 'Select one Category'), the 'Products Used By Other Districts Report' button (labeled 'Select Products Used By Other Districts Report'), and a 'Change Password' link at the bottom.

On the next screen select the desired "**School Year(s)**", "**Subject**", "**Product(s)**" and then "**Print Report**"

The screenshot shows the Eastern Suffolk BOCES Educational Support Services website. At the top left is the BOCES logo. To its right are 'Home' and 'Back' buttons. Further right is the text 'Educational Support Services'. Below this is a 'Curricula Type' section with a 'School Years:' dropdown menu showing '2021 - 2022' and '2020 - 2021'. Below that is a 'Subject:' dropdown menu showing 'ELA'. Below the subject menu is a 'Product (hold Ctrl-key to select multiple products):' list box containing items like 'Adapted Common Core Modules', 'America Now', 'AP Language and Literature', 'AP Seminar, AP Literature', 'Arriba La Lectura', 'Balanced Literacy - Locally Designed Curric', 'Big Day for Pre-K', 'CKLA-Core Knowledge', 'College Board', 'Common Core Modules', and 'Common Threads'. Below the list box is a 'Print Report' button. Red boxes with arrows point to the '2021 - 2022' dropdown (labeled 'Select School Year(s)'), the 'ELA' dropdown (labeled 'Select Subject'), the list box (labeled 'Select Product(s) NOTE: At least one Product has to be selected'), and the 'Print Report' button (labeled 'Select Print Report').

## Reports

### Products Used By Other Districts Report

The **Products Used By Other Districts Report** displays all Products, School Year(s), Grades and all Districts utilizing those products, alphabetically by Product and District.

 <b>Product List By District</b>		
Curricula Type		
ELA		
District Name	School Year	Grades
<b>Adapted Common Core Modules</b>		
Center Moriches	2022	9, 10, 11, 12
Central Islip	2022	9, 10, 11, 12
Comsewogue	2022	7, 8, 9, 10, 11
East Hampton	2022	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
East Islip	2022	3, 4, 5, 6, 7, 8, 9, 10, 11, 12
East Moriches	2022	3, 4, 5, 6, 7, 8
Eastern Suffolk BOCES	2022	Pre-K, K, 1, 2, 3, 9, 10, 11, 12
Hampton Bays	2022	6
Little Flower	2022	3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Longwood	2022	6, 7, 8, 9, 10, 11, 12
Mattituck-Cutchogue	2022	7, 8, 9
Southold	2022	7, 8, 9, 10, 11, 12
West Islip	2022	6, 7, 8, 9, 10, 11, 12
Westhampton Beach	2022	9, 10, 11
William Floyd	2022	6, 7, 8
<b>America Now</b>		
Sayville	2022	8
<b>AP Language and Literature</b>		
Shoreham-Wading River	2022	11
<b>AP Seminar, AP Literature</b>		
East Hampton	2022	AP-English
<b>Arriba La Lectura</b>		
Central Islip	2022	K, 1, 2, 3, 4, 5, 6
<b>Balanced Literacy - Locally Designed Curricula</b>		
Bay Shore	2022	3, 4, 5, 6, 7, 8
Center Moriches	2022	K, 1, 2, 3, 4, 5
Comsewogue	2022	K, 1, 2, 3, 4, 5
Eastern Suffolk BOCES	2022	Pre-K, K, 1
Fire Island	2022	Pre-K, K, 1, 2, 3, 4, 5, 6
Patchogue-Medford	2022	K, 1, 2, 3, 4, 5
Southampton	2022	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
West Islip	2022	K, 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12
William Floyd	2022	K, 1, 2, 3, 4, 5
<b>Big Day for Pre-K</b>		
Brentwood	2022	Pre-K

## Request Additional User Accounts

The **Request Additional User Accounts** feature gives “District Administrators” the ability to request additional accounts for their District.

To access this feature, navigate to the **Welcome Screen** and select your “**District**” and “**Request Additional User Accounts**”.

Eastern Suffolk  
**BOCES**

Home  
Back

**Educational  
Support  
Services**

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*Welcome to the Curricula and Instructional Technology Database*

District:

Select Category:

- Curricula Type
- Instructional Technology
- 3rd Party Assessments
- Distance Learning
- School Library System
- English Language Learners

Add/Modify Educational Product Info

**Reports**

District Product Summary Report      Products Used By Other Districts Report

[Request Additional User Accounts](#)

Select the **District**

**NOTE:**  
District selection is only available for **BOCES Administrator** roles. The **District** will be populated for all other roles

Select **Request Additional User Accounts**

## Request Additional User Accounts

On the **Request Additional Accounts** screen type in the required information, indicated with an asterisk (\*). Select the Role you would like to assign (*Chair Director/Coordinator, District Administrator or Tech Director*).

Selection of the **Chair Director/Coordinator** role requires you to select the associated subject areas (ELA, Mathematics, Science and/or Social Studies) for which they can access the categories. The **District Administrator** role has access to all categories for all subjects and the Tech Director only has access to Instructional Technology, 3<sup>rd</sup> Party Assessments, Distance Learning and School Library System for all subjects.

The screenshot shows the 'Request Additional Accounts For Eastern Suffolk BOCES' form. At the top left is the Eastern Suffolk BOCES logo. To its right are 'Home' and 'Back' buttons. Further right is the text 'Educational Support Services'. The form title is 'Request Additional Accounts For Eastern Suffolk BOCES'. The form contains the following fields and options:

- First Name: \*** (text input field)
- Last Name: \*** (text input field)
- Email Addr: \*** (text input field)
- Title:** (text input field)
- Role:\*** (dropdown menu with 'Chair Director/Coordinator' selected)
- ELA
- Mathematics
- Science
- Social Studies

Below the checkboxes is the text: 'Has access to all categories for selected subject areas (where applicable)'. At the bottom center is a 'Send Request' button. Five red callout boxes provide instructions:

- Enter the requested User's REQUIRED fields**: Points to the First Name, Last Name, and Email Addr fields.
- Enter the User's OPTIONAL Title field**: Points to the Title field.
- For the Chair Director/Coordinator role select the associated subject areas**: Points to the ELA, Mathematics, Science, and Social Studies checkboxes.
- After all fields are entered select Send Request**: Points to the Send Request button.
- Role:\***: Points to the dropdown menu.

## Change Password

The **Change Password** feature allows users the ability to change their existing password.

To access this feature navigate to the **Welcome Screen** and select your “**District**” and “**Change Password**”.

The screenshot displays the user interface for the Eastern Suffolk BOCES Educational Support Services. At the top left is the BOCES logo. To its right are 'Home' and 'Back' buttons. Further right is the text 'Educational Support Services'. Below this is a horizontal line. Underneath the line, the text 'Welcome to the Curricula and Instructional Technology Database' is centered. Below this text is a 'District:' dropdown menu. To the left of the dropdown is the label 'Select Category:'. Below the dropdown are several radio button options: 'Curricula Type' (selected), 'Instructional Technology', '3rd Party Assessments', 'Distance Learning', 'School Library System', and 'English Language Learners'. Below these options is a button labeled 'Add/Modify Educational Product Info'. Below that is a section titled 'Reports' with two buttons: 'District Product Summary Report' and 'Products Used By Other Districts Report'. At the bottom of the page, there is a horizontal line with a 'Change Password' link. A red box on the left contains the text 'Select Change Password' with an arrow pointing to the 'Change Password' link. Another red box on the right contains a note: 'Select the District. NOTE: District selection is only available for BOCES Administrator roles. The District will be populated for all other roles.' with an arrow pointing to the 'District:' dropdown menu.

## Change Password

On the **Change Password** screen type in your **“New Password”** and re-enter it again in the **“Confirm New Password”** box. Click on **“Submit Changes”** to complete the Password change.

The screenshot shows the 'Change Password' form on the Eastern Suffolk BOCES Educational Support Services website. The form is a light blue box containing two text input fields: 'New Password:' and 'Confirm New Password:'. A 'Submit Changes' button is located at the bottom right of the form. Above the form, there is a logo for Eastern Suffolk BOCES, a 'Home' button, a 'Back' button, and the text 'Educational Support Services'. Below the form, there is a copyright notice: 'Copyright © 2021-2022 Eastern Suffolk BOCES' and a navigation menu with links for 'Home', 'Support', 'Educational Support Services', and 'School Data Bank Services'. Three red callout boxes with arrows point to specific parts of the form: one points to the 'New Password' field, another points to the 'Confirm New Password' field, and a third points to the 'Submit Changes' button.

Type in **New Password**

Re-enter your new password in the **Confirm New Password** text box

After the passwords are entered select **Submit Changes**