SMART Systems

SMARTeR

District	ISD1234 ▼
User ID	
Password	

[Login]

Forgot Password?

The next time you log into ESS/eR, you will be required to make a change to your password and setup a security question.

Your password has expired. Your new password must be at least 8 characters in length and cannot be the same as your old password.

Current Password	
New Password	
Re-Type New Password	
Security Question	What is your favorite vacation spot?

[✔ Save]

Fields with a colored background need to be entered before saving.

The security question will allow you to use the "forgot password" link to reset your password if you forget it.

SMARTeR

Testing Release

District	Test District 3005 ▼
User ID	168
Password	

[Login]

Forgot Password?

make sure this says "Springfield Public School"

Clicking forgot password will result in the following windows for your validation.

Please complete the following information and click Save to validate your identity and change your password.
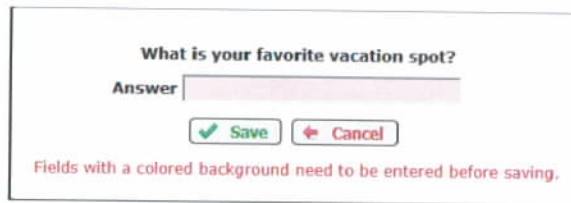
User ID	168
Last Name	Coffey
Social Security Number	••••••••
Date Of Birth (mmddyyyy)	••••••••

[✔ Save] [← Cancel]

Fields with a colored background need to be entered before saving.

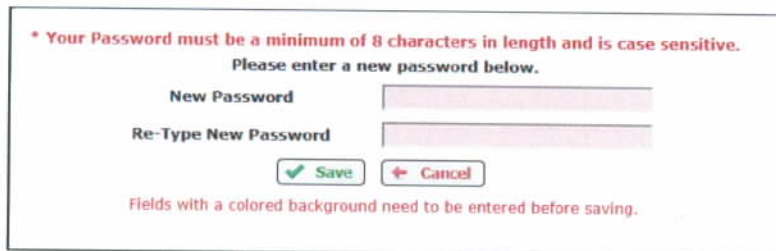If all data validates for your user ID you will be asked your security question.

> **What is your favorite vacation spot?**
>
> **Answer** [   ]
>
> ✔ Save   ← Cancel
>
> Fields with a colored background need to be entered before saving.

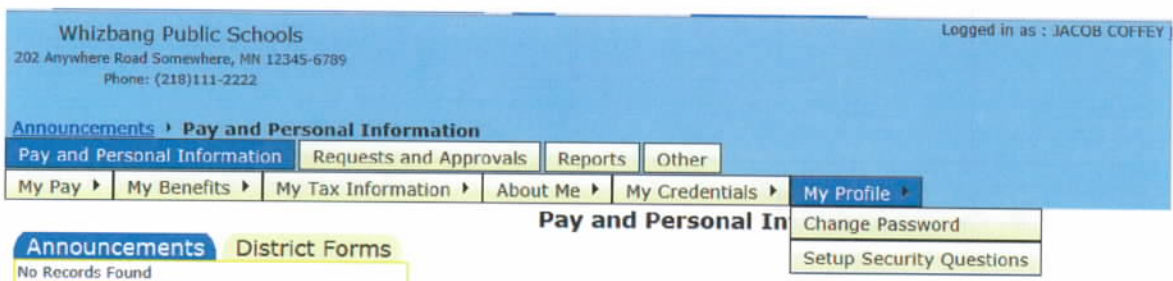If you answer your security question correctly you will be allowed to reset your password.

> *** Your Password must be a minimum of 8 characters in length and is case sensitive.**
> **Please enter a new password below.**
>
> **New Password** [   ]
>
> **Re-Type New Password** [   ]
>
> ✔ Save   ← Cancel
>
> Fields with a colored background need to be entered before saving.

Note: You may also change your password and security question at any time by clicking on the Pay and Personal Information / My Profile tabs.

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222

Logged in as : JACOB COFFEY

Announcements ▸ **Pay and Personal Information**

| Pay and Personal Information | Requests and Approvals | Reports | Other |

| My Pay ▸ | My Benefits ▸ | My Tax Information ▸ | About Me ▸ | My Credentials ▸ | My Profile ▸ |

Pay and Personal In | Change Password
Setup Security Questions

Announcements   District Forms
No Records Found

Once you have logged into the ESS/SMARTeR website click on a tab to see additional options below it. Click on the sub menu item to see additional windows and/or reports available. You may not see all of the tabs shown in the picture above. Your district will determine which items you can see and have access to.

The home page is an announcement page. If your district has sent an announcement to you, you will see a link. Click on the link to open the announcement in the message box. To delete an announcement once it has been read check the box next to it and click the delete button.

District Forms- Click on the District Forms tab to access any forms the district has made available.

Click on the Pay and Personal Information tab to see info about your pay and about you. Click on the Requests and Approvals tab for Purchase Order requests and Vehicle information.

You can also use the User List feature. This is similar to bookmarking a page. While the page is open, click on the Add button. Once you have added a page to your user list you can use the drop down list box to select it.