RUSD Information Technology
Password Portal Setup

donotreply@rialto.k12.ca.us ① Your account self service profile is n

MARILYN WALTERS
In order to be able to reset your password or unlock your account in the future, y
Please login to https://decnpp01.staff.rialto.loc/userlogin.html with you current a

ⓘ Extra line breaks in this message were removed.

From: donotreply@rialto.k12.ca.us ①
To: MARILYN WALTERS
Cc:
Subject: Your account self service profile is not complete.

MARILYN WALTERS

In order to be able to reset your password or unlock your ac | https://decnpp01.staff.rialto.loc/
userlogin.html
Click to follow link | t complete your self service profile.

② Please login to https://decnpp01.staff.rialto.loc/userlogin.html with you current account credentials, and provide all of the required details.

The currently detected problems with your profile include :-

* This user has not setup their profile so cannot perform any self-service actions.

2. Click on the link that requests your login. (The User Portal Login window will display.)
3. Type your RUSD username. (Your computer and email username)
4. Type your RUSD password. (Your computer and email password)
5. Click on the Login button.

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User Portal Login

To manage your personal information enter your Active Directory authentication credential

User Name:
③ |FirstnameLastname

Password:
④ •••••••

⑤ Login

6. The User Setup window will display. Click on the Next button.

7. Type your Mobile Number. This will be used to notify you of a password change.
8. Click on the Add button.
9. Click on the Next button.

10. Answer at least two of the security questions. You do not need to answer them all. You can create your own security questions after these steps are completed. (You can click the "Show answer on the screen" box if you wish to view the answers as you type them. The answers are case sensitive so be sure to know if you are using CAPS or lower case when completing this step.
11. Click Next.

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This wizard walks you through the steps required to configure your account for our self service account features.

User Setup

Answer Your Personal Questions. You can create your own personal questions in the dashboard once this wizard is complete and your account is setup.

Where were you born? ⑩

●●●●

What is your favourite TV show?

●●●●●●●●●●●

What was your first telephone number?

What was your first pets name?

Where was your first school?

☐ Show answers on screen

Answer two (2) of the questions. It will not let you use the same answer for twice.
The answers do not need to be "real", just make them so you can remember them.

⑪

< Previous   Next >   Cancel   Finish

12. You will now see the User "Setup is Completed"
13. Click on the Close button.

User Setup   Show detailed progress ☐

⑫ ☐ Completed

✔ Account now setup

⑬   Close

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⑭
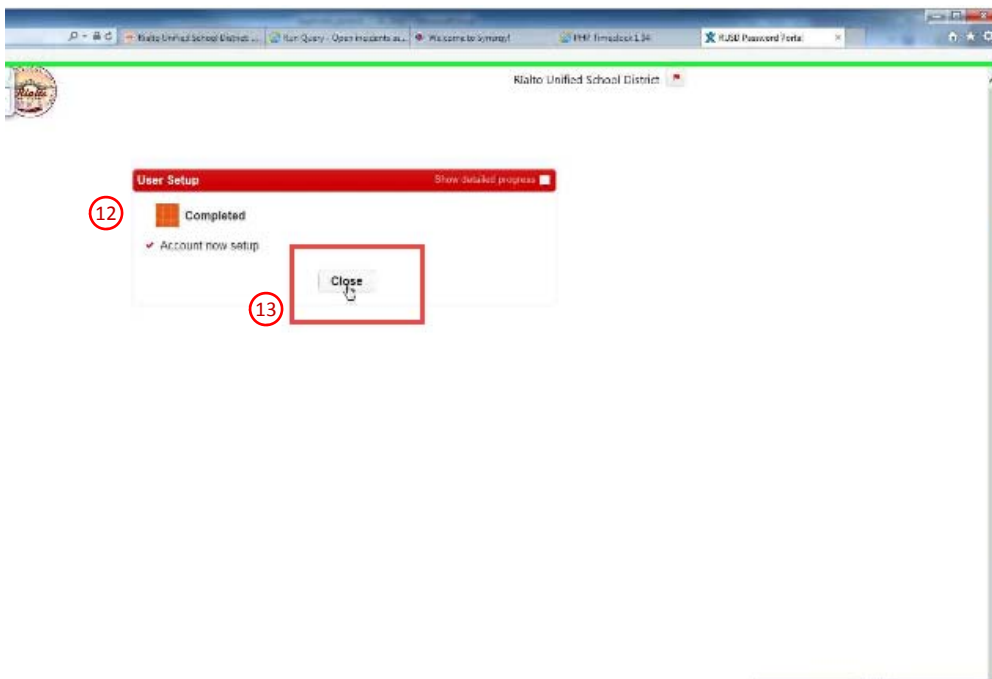
Rialto Unified School District - Password and Account Portal

Forgot My Password
Forgot Your Password? Set a New One Here

Unlock My Account
If Your Account is Locked Unlock it Here

My Account
View Your Account Details

📌 Administration

14. The RUSD Password and Account Portal
    page will display.
15. You can close the window.
16. You will receive a "donotreply" email
    (RUSD) stating you have completed your
    self service profile.

◢ Date: Today

✉ donotreply@rialto.k12.ca.us   Your self service profile on RialtoUSD... Tue 4/12/2016 8:05 AM   8... MARILY...

Hi MARILYN,
⑯   Your self service profile on RialtoUSD is now complete, and you may use it to perform various account related actions such as
       password resets, account unlocking and more.

From: donotreply@rialto.k12.ca.us
To: MARILYN WALTERS
Cc:
Subject: Your self service profile on RialtoUSD is now complete.

Hi MARILYN,

Your self service profile on RialtoUSD is now complete, and you may use it to perform various account related actions such as password resets, account unlocking and more.

Remember to keep your profile up-to-date. You may login to https://decnpp01.staff.rialto.loc/userlogin.html with you current account credentials at any time.

17. To retrieve the RUSD Password and Account Portal page, go to the RUSD home page > Staff
    Tools > Click on Password Reset.

← → C 🔒 kec.rialto.k12.ca.us/cms/page_view?d=x&piid=&\

RIALTO UNIFIED SCHOOL DISTRICT
"TODAY'S SCHOLARS, TOMORROW'S LEADERS"

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Staff Tools

Staff Tools
Staff Tools
Aesop Sub System
Best Net Services
Email Issues?
Illuminate Education
Synergy SIS
EdJoin
Employment Information
Edivation
eDocuments
Employee Email

Staff Tools ⑭

Misc.
- All Sites Quick Reference Telephone Listings(.pdf)
- Best Net Login Page
- Best Net Employee Self Service
- Illuminate
  (To scan in Illuminate, open above link in Google Chrome)
- Employee Email (OWA)
- Password Reset ⑯
- Health Services
- Library Programs
- M.A.A. Time Survey (Practi-cal)
- Professional Development - Sign Up Here!
- RUSD Technology Learning Center Calendar
- SPMMS (Work Order System)
- Illuminate DnA Resources
- Spray Schedule (In compliance with "Healthy Schools

Employment
- EdJoin (Education Job Opportunity Network)
- EdJoin Troubleshooting - Frequently Asked Questions
- Rialto Unified School District Employment Information
- Rialto Unified School District Employment Openings
- Aesop Substitute Employee Management Systems
  - Aesop Guide for Administrators and Secretaries
  - Aesop Guide for Employees
  - Aesop Quick Reference for Employees
  - Aesop Guide for Substitutes
  - Aesop Quick Reference for Substitutes