

Logging into SMART ESS



SMART eR

District

User ID

Password

Warning: If you are using a public computer, certain web browsers may automatically save your PDF documents that have been opened. These may be viewed by other people. To keep your information secure, please log out of SMART eR and delete your files out of this computer's 'Downloads' folder.

Browsers/Software Supported

- Internet Explorer 11.x, Edge -or-
- Safari 10.x -or-
- Firefox 53.x, 54.x -or-
- Google Chrome 58.x, 59.x
- Adobe Acrobat Reader 9.x, 10.x, 11.x

The easiest way to access the SMART Systems is to go the NLS Schools website>For Staff>ESS. This will take you to the correct screen to log into SMART Systems.

For **new employees and employees who have never logged into SMART ESS** the User ID is your employee ID number. The Password is the District number plus the last 4 digits of your social security number (no spaces).

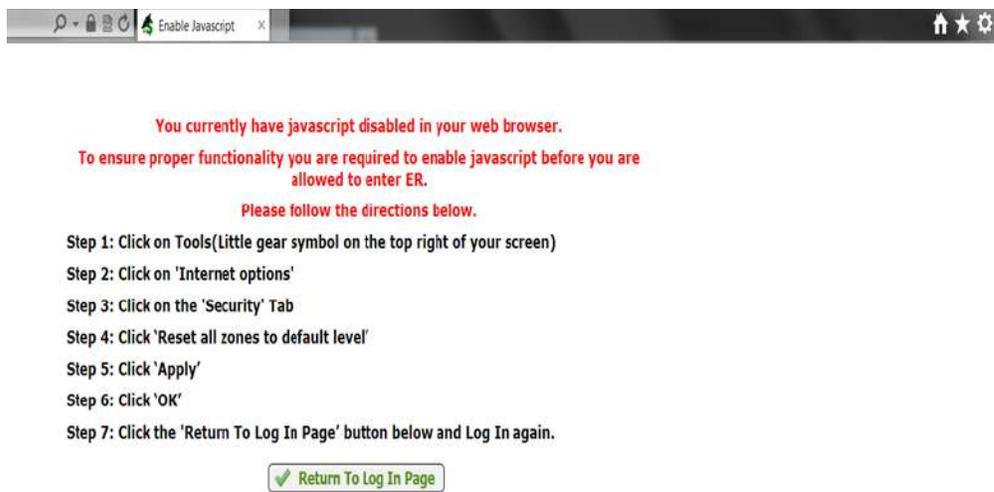
District: Verify the district number displayed in this field is your school district. If not, change the District to 0345 in the URL to select your district number.

Once logged in you will be required to change your password and setup a minimum of three (3) question choices.

- Password: The new password cannot be the same as the old password and must be a minimum of eight (8) characters in length and must contain at least one upper case letter, one lower case letter, one number and one symbol (e.g. John1deere\$ or Smart#1234).
- Security Question: The security question will allow the employee to use the “forget password” link to reset their password should they forget it. Users will have the option to select predefined questions, type in customized questions, or a combination of both.

The system will randomly choose one question from this list of questions for the user to verify at time of login. If answered correctly the user will be logged in. If incorrect, an additional two tries will be provided before the account is locked for account safety. The user would then have to contact the appropriate district staff to have the lock removed.

Please make sure Javascript is enabled for the browser for SMART eR to work correctly in Internet Explorer 10 & 11. If it is not enabled, the following screen will be displayed:



After successfully entering a login id and password, the system will redirect the user to a security question setup page. All fields with a colored background need to be entered in order for the page to save.

You **MUST** check at least 3 security questions. They can include a combination of your own questions and/or predefined ones.

Check Here <input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
	Answer	<input type="text"/>
Check Here <input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
	Answer	<input type="text"/>
Check Here <input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
	Answer	<input type="text"/>
Check Here <input checked="" type="checkbox"/>	Pre-Setup Question	What is your favorite color?
	Answer	*****
Check Here <input type="checkbox"/>	Pre-Setup Question	Who was your first boyfriend/girlfriend?
	Answer	<input type="text"/>
Check Here <input checked="" type="checkbox"/>	Pre-Setup Question	What color was the first house you remember growing up in?
	Answer	*****
Check Here <input type="checkbox"/>	Pre-Setup Question	What is your favorite Sports team?
	Answer	<input type="text"/>
Check Here <input checked="" type="checkbox"/>	Pre-Setup Question	What is your Father's middle name?
	Answer	*****

Your password has expired. Your new password must be at least 8 characters in length, cannot be the same as your old password, must contain at least 1 lower case letter, 1 upper case letter, 1 number and 1 symbol.

Current Password	<input type="password"/>
New Password	<input type="password"/>
Re-Type New Password	<input type="password"/>

Please memorize your password as it will not be repeated back to you.

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

* If you forget your password, please use the 'Forgot Password?' button on the SMARTeR Login page to reset it.

* Your security questions can also be changed after successfully logging into the application.

When changes have been saved successfully, the following message will display.

Success! Your information is updated. Please hit OK to log in again.

Once "OK" has been selected, the user is returned to the login window and required to log in using the new password.



SMART eR

District	<input type="text" value="9999"/>
User ID	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>

It will then display a security question. Enter an answer correctly and the system will finish logging in.

Please answer 1 of your security questions to verify your identity.

What is your favorite color?

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

Note:

1. If locked out and security questions are setup –Use the **Forgot Password** link to reset the password. One security questions must be answered correctly.
2. If the user provides the correct User ID and Password, but forgot the answer to the security question – Close out of SMART ESS and re-login. This will trigger a new security question.
3. Three attempts to login successfully are allowed before the user is locked out. After two invalid attempts to get in and then successfully submit the username and password, three attempts to answer the security question are given before the user is locked out.
4. If totally **locked** out please–email the District Office: decathelineaur@isd345.org to reset the password.

Changing Password and Security Questions

Password and **Security Questions** can be maintained or changed using links provided in the upper right corner of the **Home** page.

Select **Logout** to exit SMART ESS

The screenshot shows the SMART ESS Home page. At the top left, it displays 'Whizbang Public Schools' with the address '202 Anywhere Road Somewhere, MN 12345-6789' and phone number '(218)111-2222'. A red arrow points from the school logo to the user information box on the right. The user information box shows 'Logged in as : SHAWN COOKE' and links for 'Logout', 'Change Password', 'Setup Security Questions', and 'Notification Setup'. Below this, the 'Home' section contains two main boxes: 'View Timeoff Detail' with columns for 'Timeoff Description' and 'Balance/Hours', and 'View Pay Stub' with columns for 'Paycheck Date' and 'Amount'. On the left side, there is a 'My Frequent Places' section with links for '2015 ACA 1095-C' and '2015 ACA 1095-C Instr'.