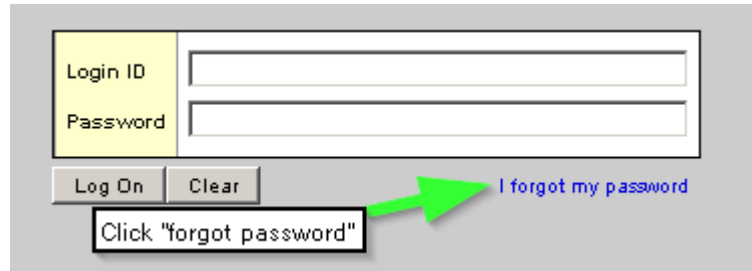


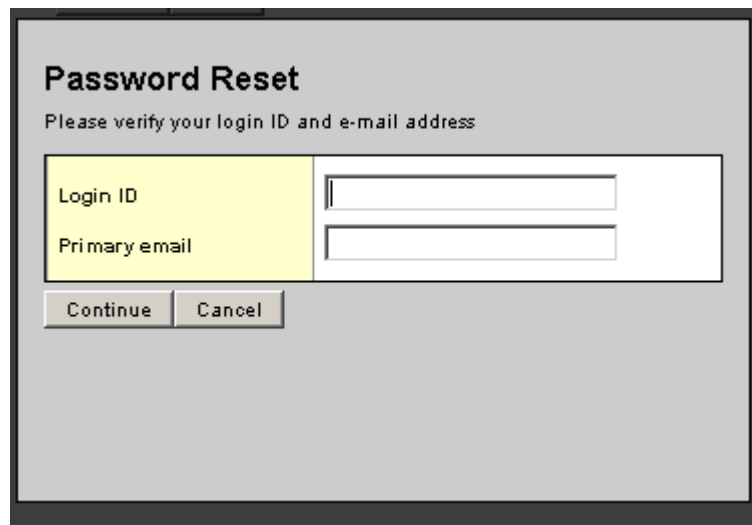
Password Recovery Instructions

From Aspen Login Screen Click on “I forgot my password”



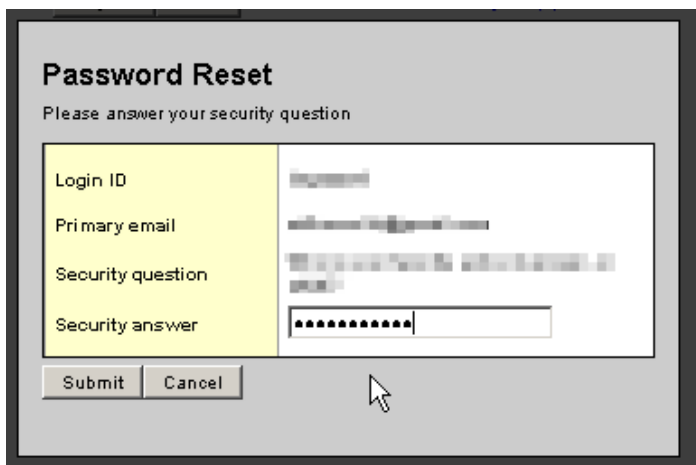
The Aspen Login Screen features a yellow box on the left with labels for 'Login ID' and 'Password'. To the right are two corresponding text input fields. Below these fields are two buttons: 'Log On' and 'Clear'. To the right of the 'Clear' button is a blue link that reads 'I forgot my password'. A green arrow points from a text box containing the instruction 'Click "forgot password"' to the 'I forgot my password' link.

Password Reset popup appears. Enter Aspen ID and the primary parent contact email then hit continue. If the pop up does not appear, try allowing popups or another browser or computer.

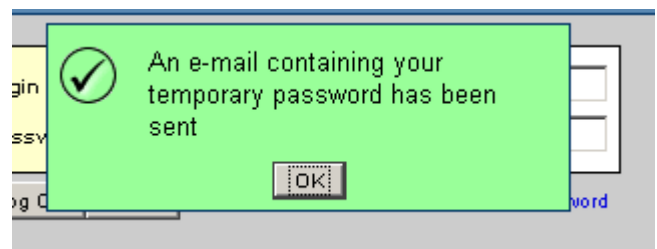


The Password Reset popup has a title 'Password Reset' and a subtitle 'Please verify your login ID and e-mail address'. It contains a yellow box with labels for 'Login ID' and 'Primary email', followed by two text input fields. At the bottom are 'Continue' and 'Cancel' buttons.

Next the security question pop up box appears. You must have previously setup a security question and answer to proceed. Enter your Security answer then hit submit. The primary email address will receive an email from webmaster@bedford.k12.ma.us with the temp password.



This 'Password Reset' popup has the subtitle 'Please answer your security question'. It features a yellow box with labels for 'Login ID', 'Primary email', 'Security question', and 'Security answer'. The 'Security question' field is pre-filled with a blurred question. The 'Security answer' field is a text input with masked characters. 'Submit' and 'Cancel' buttons are at the bottom. A mouse cursor is shown pointing at the bottom right of the popup.



A green success message popup with a checkmark icon. The text reads: 'An e-mail containing your temporary password has been sent'. An 'OK' button is located at the bottom right of the message box.

Using the normal log in process at <https://x2.bedford.k12.ma.us/x2sis>. Enter your ID and the Temporary password from the email.

Now the set new password popup appears. Enter temporary password from email in Current Password and new password that follows requirements in the New Password and Confirm New Password fields then hit Ok.

The image shows a 'Password Reset' dialog box. At the top, a red error message box with a white 'X' icon states: 'Your password has expired. Please create a new one.' with an 'OK' button. Below this, the dialog box is divided into sections. On the left, under the heading 'Password Requirements', there is a list of bullet points: '• Minimum', '• At least', '• At least', and '• Can't contain', followed by the text 'date of birth, personal id, or only sequential letters or numbers'. To the right of these requirements are three input fields. The first field is labeled 'Current Password'. The second and third fields are both labeled 'New Password'. Green arrows point from text boxes to these fields: one arrow points from 'Enter Temp Password from email' to the 'Current Password' field, and another arrow points from 'Enter new password in each box' to the first 'New Password' field. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Password Reset

- Minimum
- At least
- At least
- Can't contain

date of birth, personal id, or only sequential letters or numbers

Your password has expired. Please create a new one.

OK

Current Password

New Password

Confirm New Password

OK Cancel

Enter Temp Password from email

Enter new password in each box