



# SDMS



## How do I use SDMS: Password Recovery?

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SDMS is a central browser-based system responsible for management of student data across the multitude of systems (and data formats) used throughout school systems. We implement SDMS with our PayForIt.net (PFI) product for this purpose, but it is also a valuable tool for District's not using PFI.

SDMS offers a variety of modules that can be added-on to a District's enterprise at any time, once the base package of SDMS is installed. The Add-on Modules offer the functionality often needed in School Districts today. New modules are added as our customer needs dictate. We offer the modules in an ala carte format so that each District can expand at their own pace and also only pay for only what they need.

SDMS ensures the data coming from the District's SIS is cleansed and formatted properly, and also provides the capability of updating between systems. Because of this design, School Districts can apply updates (to fees and/or balances) in either the PFI or SIS system, and SDMS will ensure that the most recent update is applied appropriately and the two systems are in synch.



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### Password Recovery

- 1) From the main SDMS screen, choose the Password Recovery link:

Username:  [New User Registration](#)  
Password:  [Password Recovery](#)

- 2) Enter your User ID:
  - a) Press the Continue button.
  - b) Or press the Cancel button, to return to the main SDMS screen.

### Password Help

**In order to reset your password you will need to enter your security answer.  
Not all users will have entered this information.  
If you know your answer enter your User Id below and click Continue.**

User Id:

- 3) SDMS will look up the user, and provide the Password Help screen.



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- a) **User ID:** Will already be listed, based on the user in the database.
- b) **Question:** Will already be listed, based on the user in the database.
- c) **Answer:** Provide the answer to the security question
- d) **Confirm Answer:** Retype the security answer entered above.
- e) **Password:** Enter a new Password
- f) **Confirm Password:** Retype the password entered above.

**Password Help**

**Your user was located.**  
**Please answer the question below and select a new password.**

User Id:

Question:

Answer:

Confirm Answer:

**Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long.**

Password:

Confirm Password:



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- 4) Press the Continue button to save the changes, or press the Cancel button to return to the main SDMS screen.
- 5) SDMS will return to the login screen, with your created user ID listed in the Username field.
- 6) In the password field, enter the password created in the above steps.
- 7) Press the Log In Button.