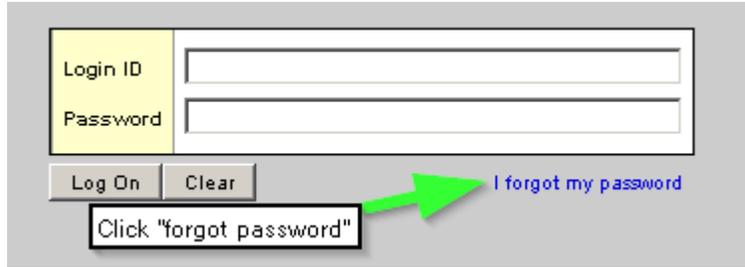


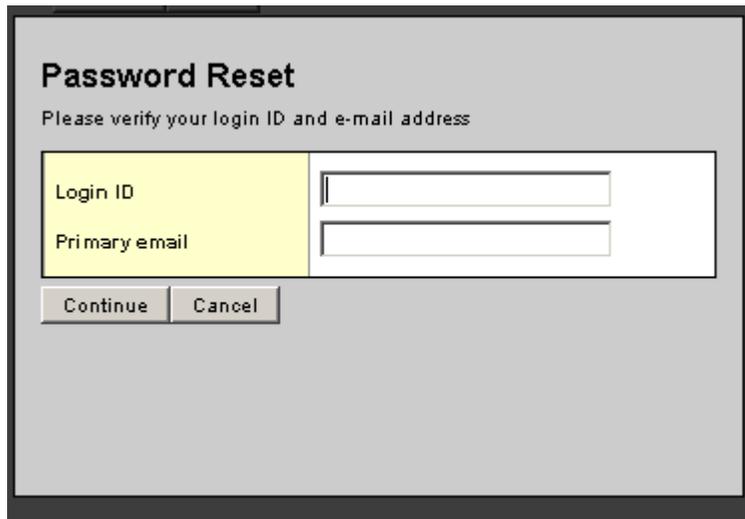
# Password Recovery Instructions

From Aspen Login Screen Click on "I forgot my password"



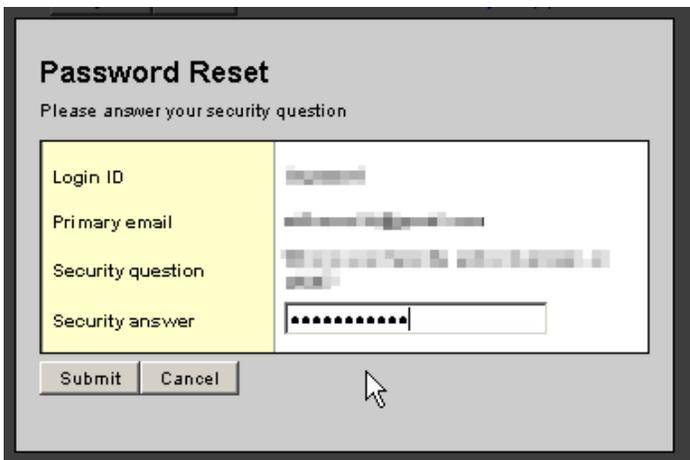
The Aspen Login Screen features a yellow box on the left with labels for "Login ID" and "Password". To the right are two input fields. Below these are "Log On" and "Clear" buttons. A blue link "I forgot my password" is positioned to the right of the "Clear" button. A green arrow points from a text box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

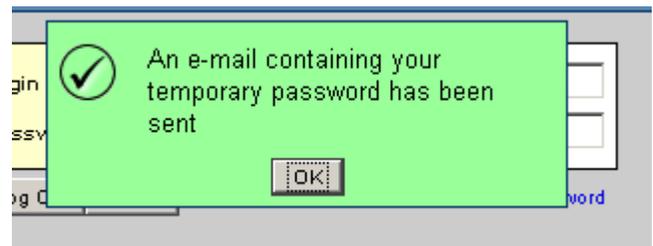


The "Password Reset" popup has a title bar and a subtitle "Please verify your login ID and e-mail address". It contains a yellow box with labels for "Login ID" and "Primary email", followed by two input fields. At the bottom are "Continue" and "Cancel" buttons.

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.



The "Password Reset" popup now has a subtitle "Please answer your security question". The yellow box includes labels for "Login ID", "Primary email", "Security question", and "Security answer". The "Security question" field contains a blurred question, and the "Security answer" field contains a masked answer. "Submit" and "Cancel" buttons are at the bottom.



A green success message pop up with a checkmark icon and the text "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 software interface with a red error dialog box overlaid on a password change form. The dialog box contains a red 'X' icon and the text: "Your password has expired. Please create a new one." with an "OK" button. The background form is titled "Password F" and lists requirements: "• Minim", "• At leas", "• At leas", "• Can't c", "date of birth, personal id, or only sequential letters or numbers", and ". last name,". The form has three input fields: "Current Password", "New Password", and "Confirm New Password". At the bottom are "OK" and "Cancel" buttons. Two green arrows point from text boxes to the input fields: one from "Enter Temp Password from email" to the "Current Password" field, and another from "Enter new password in each box" to the "New Password" and "Confirm New Password" fields.