



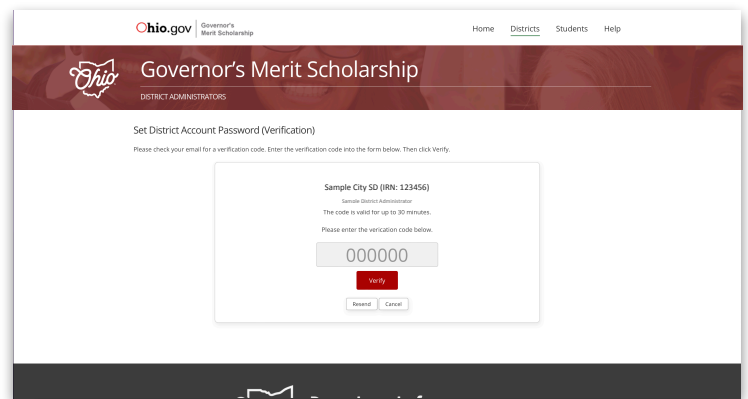
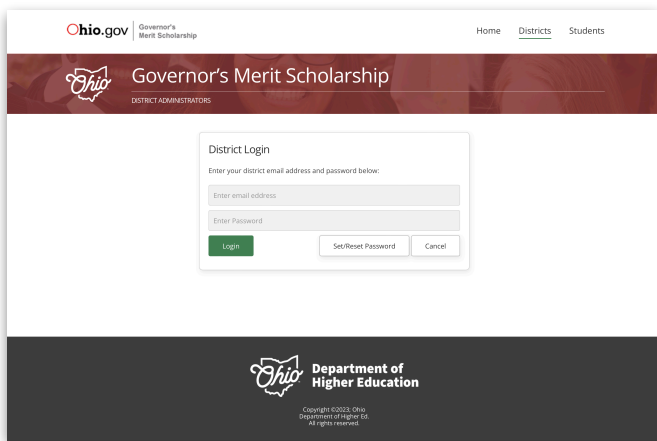
Account Access for District Administrators

Select the blue "Activate Account" button if you received an invitation to the GMS Portal and need to set a password for your account.



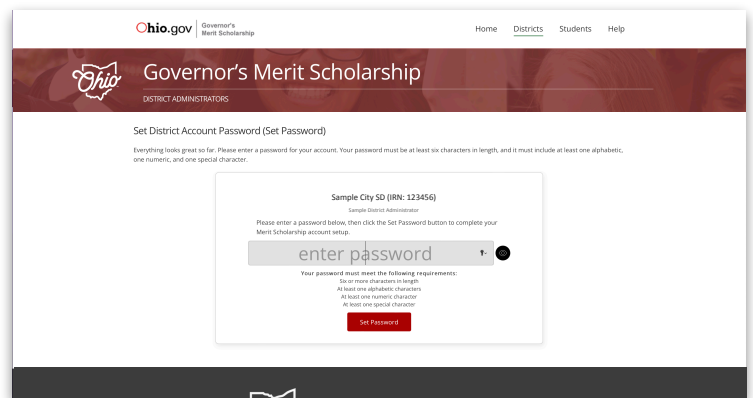
Step 1: Verify District and Email

- Enter your District IRN and District email address
- Click Submit
- Enter the 6-digit verification code sent to your email
- Click Verify



Step 2: Set District Account Password

- Enter a password that meets the required format
 - * Six or more characters in length (ex. 0000000)
 - * At least one alphabetic character (ex. abcd)
 - * At least one numeric character (ex. 1234)
 - * At least one special character (ex. !@#)\$)
- Click "Set Password"

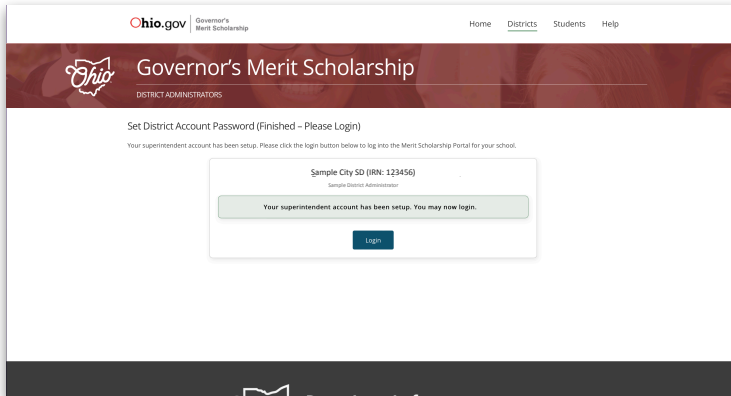




Account Access for District Administrators

Step 3: Confirmation

- Confirmation screen will appear
- Click "Login" to access the Administrator Dashboard



Step 4: Password Reset

Click "Set/Reset Password" on the District Login screen to change your password. This will re-start the access set-up process for your account.

