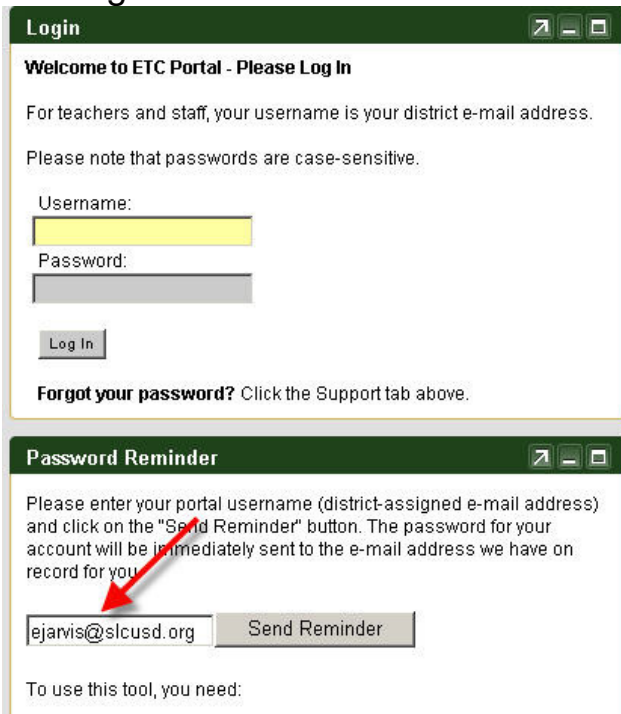


Using the ETC Portal Password Reminder and Password Manager Tool

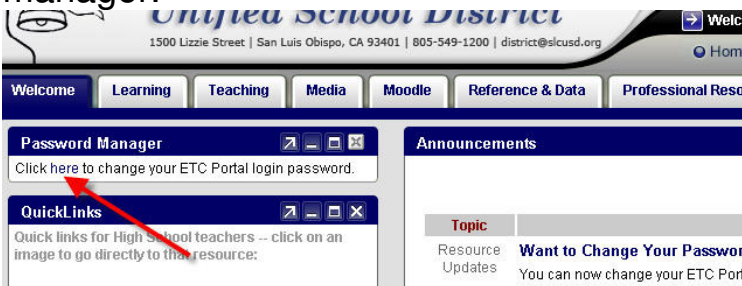
1. Go to the ETC Portal at www.etcportal.org.
2. If you're not sure what your password is, use the **Password Reminder** tool by typing in your District e-mail address and clicking the **Send** button. The **Password Reminder** tool is below the Login in channel.



The image shows two screenshots from the ETC Portal. The top screenshot is the 'Login' page, which includes a 'Welcome to ETC Portal - Please Log In' message, instructions for teachers and staff, a note about case-sensitive passwords, and input fields for 'Username' and 'Password'. A 'Log In' button is located below the fields. The bottom screenshot is the 'Password Reminder' page, which asks the user to enter their portal username (district-assigned e-mail address) and click the 'Send Reminder' button. A red arrow points to the 'Send Reminder' button. Below the input field, it says 'To use this tool, you need:'.

You will receive your ETC Portal username and password in your District e-mail within a few minutes.

3. Once you log in, you may use the Password Manager to change your password. Click the word here underneath the password manager.



The image shows a screenshot of the ETC Portal dashboard. At the top, there is a header for 'Unified School District' with contact information. Below the header is a navigation menu with tabs for 'Welcome', 'Learning', 'Teaching', 'Media', 'Moodle', 'Reference & Data', and 'Professional Reso'. The main content area is divided into two columns. The left column has a 'Password Manager' section with a link 'Click here to change your ETC Portal login password.' and a 'Quick Links' section. A red arrow points to the link in the Password Manager section. The right column has an 'Announcements' section with a 'Topic' header and a resource update titled 'Want to Change Your Passwor'.