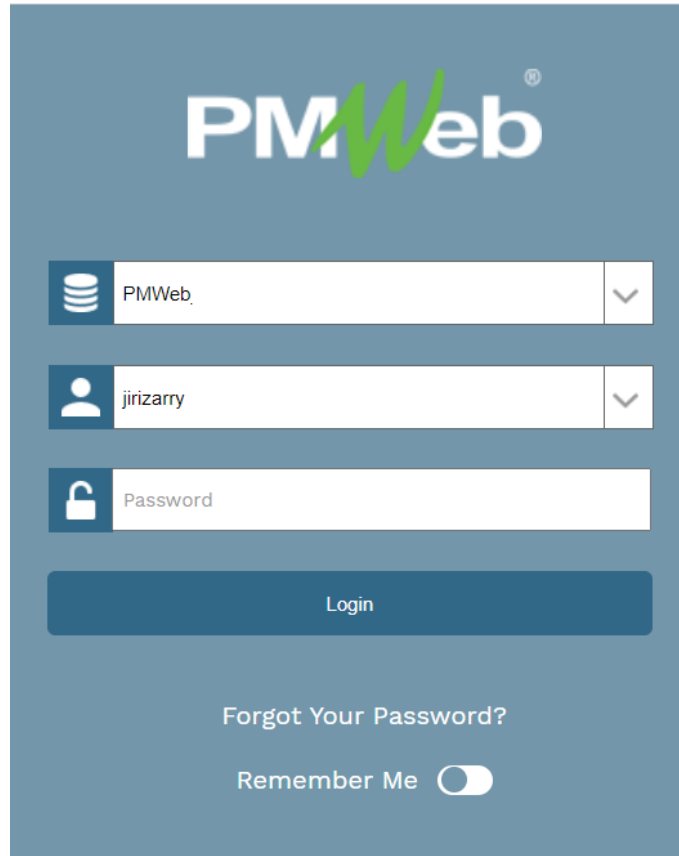


PMWEB CHANGING A PASSWORD

In accordance with NJSDA policy, your password should be changed every 90 days, or any time you request for your password to be reset.

- Login to PMWeb



The screenshot shows the PMWeb login interface. At the top is the PMWeb logo. Below it are three input fields: the first is labeled 'PMWeb' with a dropdown arrow, the second is labeled 'jirizarry' with a dropdown arrow, and the third is labeled 'Password' with a lock icon. Below the fields is a blue 'Login' button. At the bottom, there is a link for 'Forgot Your Password?' and a 'Remember Me' checkbox with a toggle switch.

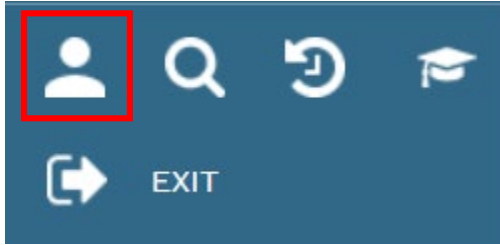


WHAT IF I FORGET MY PASSWORD OR NEED FURTHER HELP?

You can contact the IS Help Desk directly:

- 609-943-4960
- MISHelpDesk@njsda.gov

- Click the **Silhouette (Profile)** on the lower left menu.



- Under the **Settings** tab, in the **Login** section, enter your old password, your new password and confirm your new password by entering it again. Click **Save** to close the window.

TAKE NOTE! New passwords must contain the following:

- Must be 14 characters in length
- Must contain a minimum of 2 uppercase letters
- Must contain 2 numbers
- Must contain 3 special characters

A screenshot of a web application interface. At the top, it says 'PROFILE - JI - Jennifer Irizarry'. Below this is a toolbar with icons for save (highlighted with a red box), refresh, close, and a clock. A 'SETTINGS' tab is highlighted with a red box. The main content area is divided into two sections: 'PROFILE' and 'LOGIN'. The 'PROFILE' section includes fields for 'Last Login' (08-02-2023 10:43:20 AM), 'First Name*' (Jennifer), 'Last Name' (Irizarry), 'Email*' (jirizarry@njsda.gov), 'Cell', and 'Image'. The 'LOGIN' section, highlighted with a red box, contains three password fields: 'Old Password', 'New Password', and 'Confirm Password'. On the right side of the profile section, there are labels for 'OPTIO', 'Englis', 'Promp', 'Open', and 'Advan'.