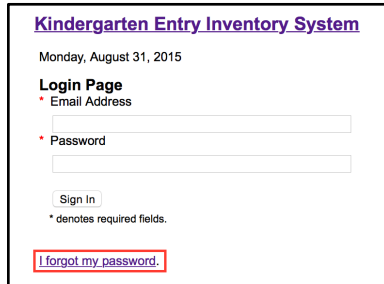


Resetting your password

1. If you forget your password, click on the “[I forgot my password](#)” link at the bottom of the **Login Page**.



Kindergarten Entry Inventory System

Monday, August 31, 2015

Login Page

* Email Address

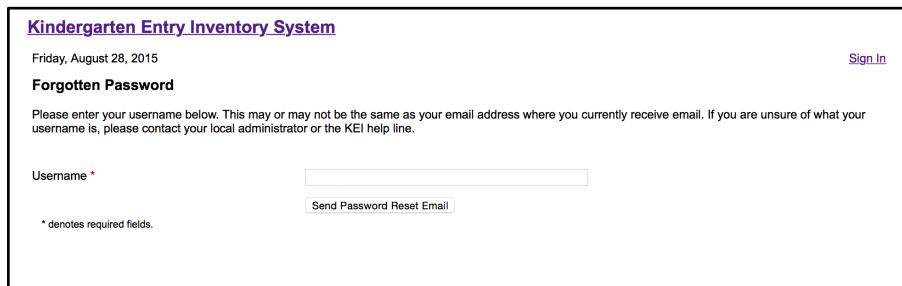
* Password

Sign In

* denotes required fields.

[I forgot my password.](#)

2. Next, enter in your username and then click the “**Send Password Reset Email**” button.



Kindergarten Entry Inventory System

Friday, August 28, 2015 [Sign In](#)

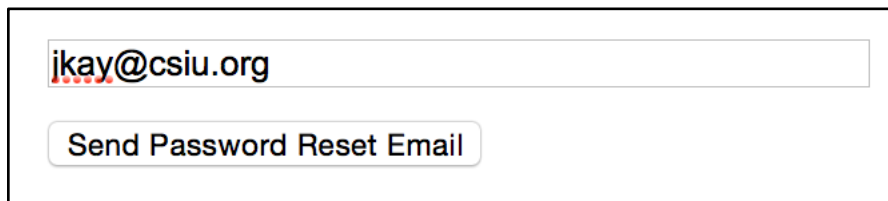
Forgotten Password

Please enter your username below. This may or may not be the same as your email address where you currently receive email. If you are unsure of what your username is, please contact your local administrator or the KEI help line.

Username *

Send Password Reset Email

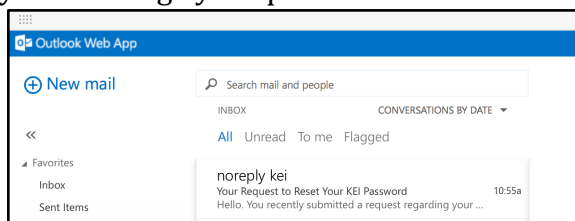
* denotes required fields.



[ikay@csiu.org](#)

Send Password Reset Email

3. You will then need to check your email for the email message that will allow you to change your password.



Outlook Web App

New mail

Search mail and people

INBOX CONVERSATIONS BY DATE

All Unread To me Flagged

noreply kei


Your Request to Reset Your KEI Password

Hello. You recently submitted a request regarding your ...

10:55a

4. From the email message, click on the provided link to reset your password.

Your Request to Reset Your KEI Password

 **noreply kei**
Fri 8/28/2015 10:55 AM

To: Jeffrey Kay;

[Action Items](#)

Hello.

You recently submitted a request regarding your password for the Kindergarten Entry Inventory online software.

To reset your password, go to:
<http://data.kei-pa.org:88/user/reset-password/id/1002/r/231fe034b03577320ab8c26f7b9013bfd2df3a3b279f5b426305be7ba6086fde>

If the above link is broken, please copy and paste the text into your browser's address bar.

Please do not reply to this message.
If you require assistance, please contact KEI tech support.

Wishing you well,

KEI Tech Support Team
570-523-1155
Linda ext 2293
Jeff ext 2137
csiutghelp@csiu.org

5. You will then be asked to create a new password.

[Kindergarten Entry Inventory System](#)

Friday, August 28, 2015 [Sign In](#)

Reset Password

Please enter and confirm your new password using the form below. After submitting the form, you will be sent to the login screen where you can enter your new password and gain access to the system.

Passwords must be at least 8 characters in length and contain at least one of each of the following types of characters:
upper case: A to Z
lower case: a to z
digit: 0 to 9
symbol: ~ !@#%*^&*~

New Password *

Confirm New Password *

* denotes required fields.

[Kindergarten Entry Inventory](#)
Email: csiutghelp@csiu.org - Phone: 570-523-1155 Ext 2137
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NOTE: Your new password must be 8 characters and contain at least one uppercase letter, one lowercase letter, one digit, and one symbol. The system will provide feedback on the correctness and strength of your password.

New Password *

Confirm New Password *

☒ You must have at least one special character

Passwords must be at least 8 characters in length and contain at least one of each of the following types of characters:
upper case: A to Z
lower case: a to z
digit: 0 to 9
symbol: ~ !@#%*^&*~

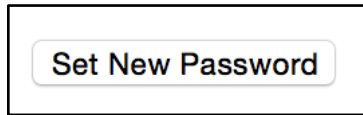
New Password *

Confirm New Password *

☒ Your password is good

* denotes required fields.

6. You must then retype your password in the “**Confirm New Password**” field. Once you have completed this, you will then click the “**Save New Password**” button.



7. You will then be taken to the Sign In screen, where you may enter in your **Email Address** and new **Password**. *See Step 1 above.*
8. After clicking Sign In, you will be taken to the “**Welcome**” screen as pictured below:

