OCDE Resources Update – Shoreline Set Up

- 1) Navigate to the new OCDE site.
 - a. In Internet Explorer, navigate to https://shoreline.ocdeapps.us
 - b. You may want to bookmark this URL for future use.
 - c. You will be directed to this page:



- 2) Enter your temporary login.
 - a. You have been assigned temporary login credentials
 - i. User Name: your Employee ID starting with 68000. This is the same as your previous OCDE login name
 - ii. Password: the word "Password" + last four digits of your Social Security number. This would be formatted: Password1234. Note this is now case-sensitive.
 - iii. Click the 'Log In' button.



3) Image Challenge

a. The Image Challenge information should automatically be copied over from the old OCDE implementation. Select the image that matches one of the secret images from the old implementation.

4) Agree to the Acceptable Use Policy

a. Click the 'Agree' button.

Acceptable Use Policy
The screen below is displaying the organization's Acceptable Use Policy. Please review the policy and select the AGREE button. If you do not agree with the policy, please select the DECLINE button and abandon the login process.
Access to this system is limited to authorized individuals only. By accessing this system, you agree that your actions will be monitored. Unauthorized use of this system is prohibited and will be prosecuted by law.
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Agree Decline

5) Update your password.

b.

a. For 'Current Shoreline Password', enter your temporary password of "Password" + last four digits of your Social Security number. Then, enter your new password in 'New Password' and 'Confirm Password' fields. Note there are new password requirements (see image below for reference). Also, your password now only has to be updated annually. When finished, click the 'Change Password' button.

Password Expira	ition
Your password has exp process.	red. You will be required to reset your password before continuing the authentication
Please enter your <u>curre</u> After that, please enter password rules, please	nt ShoreLine password which is the password that you just entered to login to Shoreline. your new Shoreline password and confirm it. To verify your new password satisfies the click on the "Password Requirements" button.
Change Password Password Requirements	
Current Shoreline Password:	
New Password:	
Confirm Password:	
	Change Password Cancel

Passv	word Requirements ×
<u>.</u>	 Your password must be 14 characters long. Cannot contain all or part (3 or more characters) of the user's account name. Passwords must be at least 14 characters in length. Passwords must contain characters from three of the following four categories: English uppercase characters (A through Z). English lowercase characters (a through z). Base 10 digits (0 through 9). Non-alphabetic characters (for example, !, \$, #, %). Cannot re-use last five (5) passwords.
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- 6) Password Reset Configuration
 - a. The Password Reset Configuration information should automatically be copied over from the old OCDE implementation. If that information was lost or incomplete, you will be prompted to create your security question and enter your email address. Be sure to use your @capousd.org email address (not a personal address). This information will be used for the 'Forgot Password' utility.
- 7) Navigate to your application
 - a. After completing the login process, you will arrive at the new landing page. This page provides the same functionality as the old implementation, but has new buttons and icons. All of the individual application security information should be copied from the previous implementation and does not need to be reset.



b.

i. To access Business Plus, click:



ii. To access Web Inquiry, click:



iii. To access HR, Payroll, or Time & Attendance, click:



- 8) Troubleshooting
 - a. For Business Plus, Internet Explorer requires custom settings. These settings may need to be reconfigured for the new URL. If you can access Business Plus but are experiencing issues such as list boxes not being shown your Internet Explorer settings need to be updated. Instructions to update the settings can be found here –
 https://drive.google.com/file/d/14PLpd2tgYtoV5bi5TqK0gpPNIRTV2hjY/view?usp=sharing. You can also

contact Joel Newkirk <u>inewkirk@capousd.org</u> or submit a RADAR ticket for assistance.
b. If your Image Challenge or Password Reset configuration information did not copy forward from the previous implementation and you are being asked to reset it, feel free to contact Joel Newkirk <u>inewkirk@capousd.org</u> for assistance.