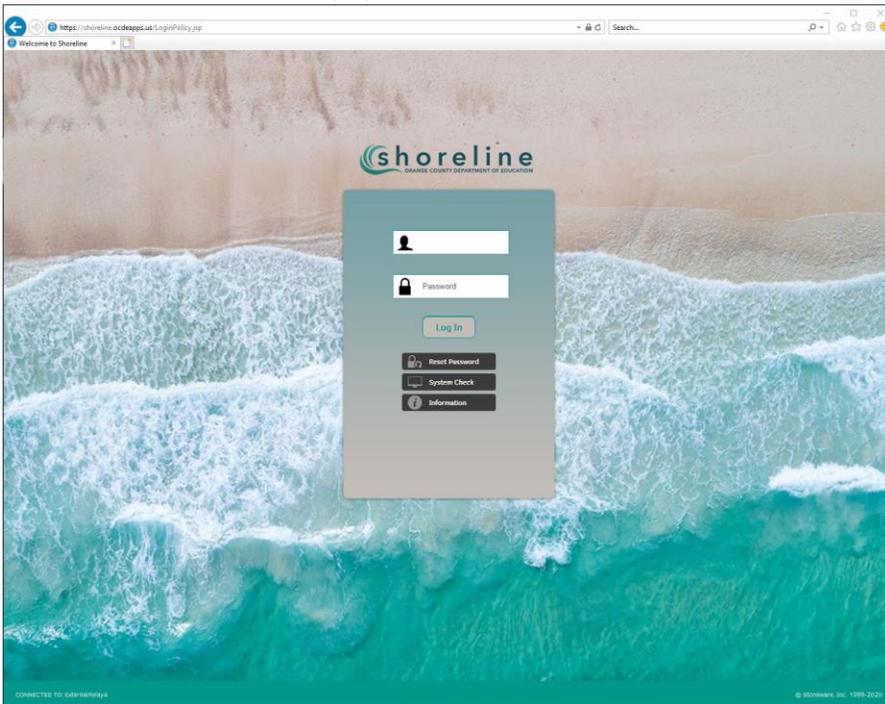
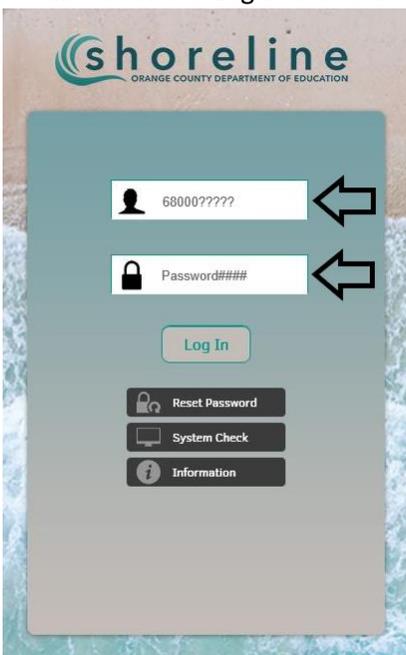


OCDE Resources Update – Shoreline Set Up

- 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.



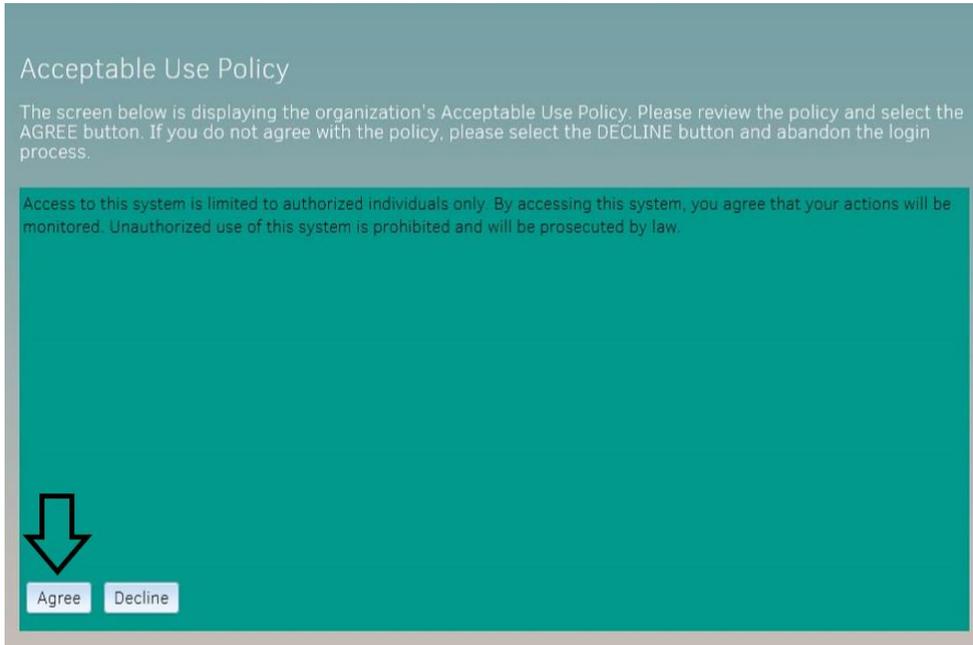
b.

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

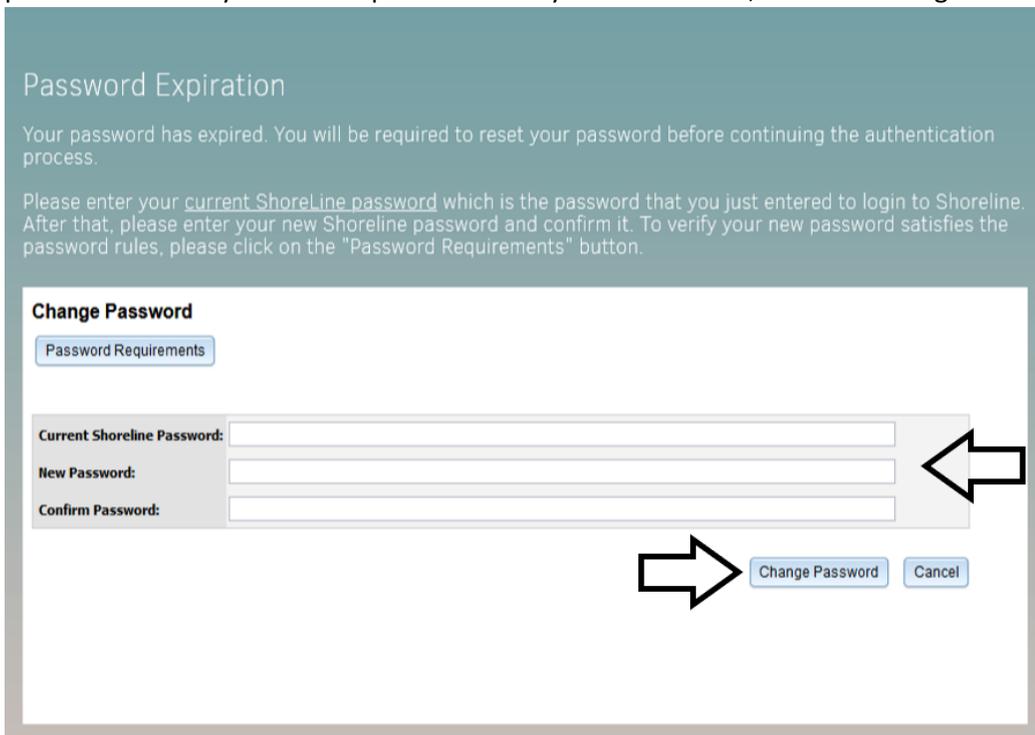
- a. Click the 'Agree' button.

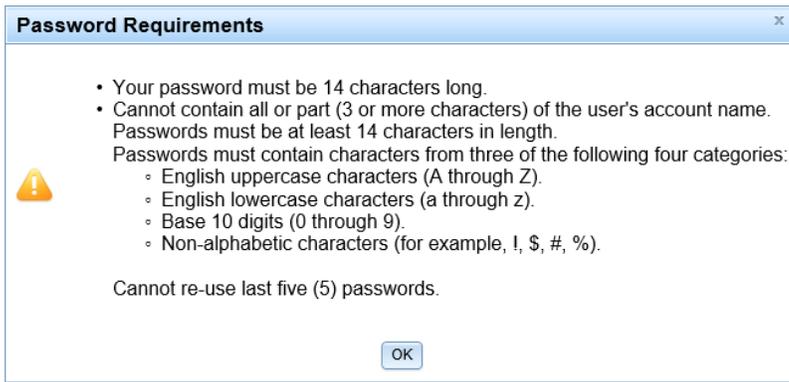


- b.

5) Update your password.

- 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.





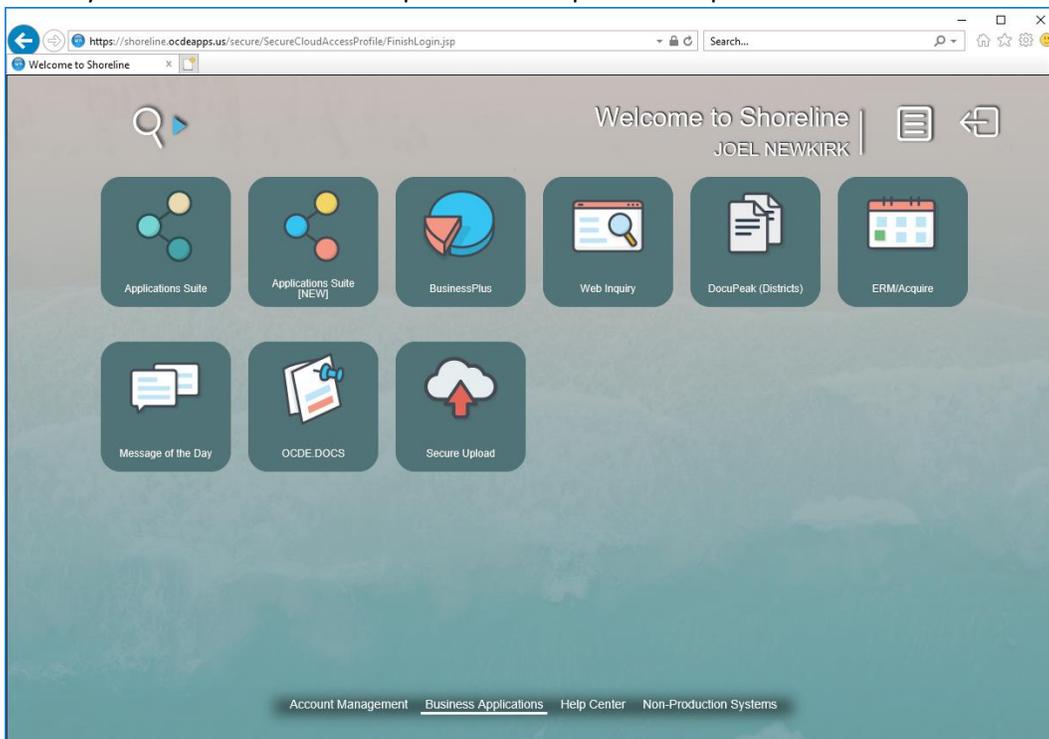
b.

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 jnewkirk@capousd.org 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 jnewkirk@capousd.org for assistance.