

# Stoneware/Application Password Tab Setup Guide

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## Stoneware Setup

The OCDE Stoneware portal allows district employees to access County Business Applications.

Stoneware must be accessed from **Internet Explorer** (IE).

Enter <https://webnetwork.ocde.us> in the address bar.

### Step 1: Logging into the OCDE Stoneware Portal

- Username: Enter your Employee ID example: 6800012345
- Password: – When logging in the first time the temporary password will be **passXXXX** (where XXXX is the last four digits of your SSN) example: pass5555
- Click the 'Log In' button

The screenshot shows the login interface for the OCDE Stoneware portal. At the top, it says "Log in to OCDE" and "Orange County Department of Education". Below this, there are two input fields: "Username:" with the value "6800012345" and "Password:" with the value "pass5555". A blue "Log In" button is positioned below the password field. Two red callout boxes with white text point to the input fields: one pointing to the username field with the text "your employee ID", and another pointing to the password field with the text "pass(last 4 of your SSN)". Below the login fields, there are links for "Forgot your password?", "Forgot your secret image?", "System Check:", and "Need Help?". The footer of the page contains the text "© Stoneware, Inc. 1999-2017".

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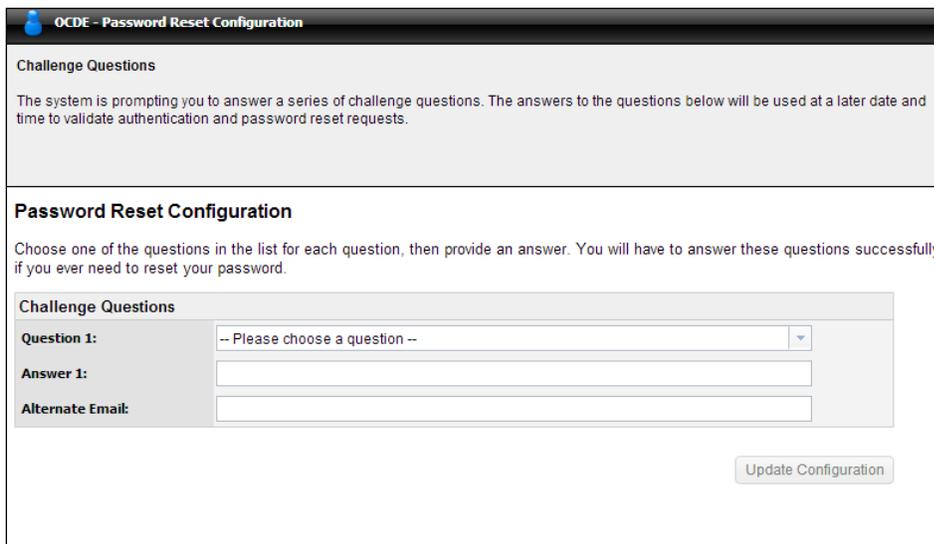
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## Step 2: Password Reset Configuration

Once logged in you will be prompted to create a secret question for use in the future should you forget your password.

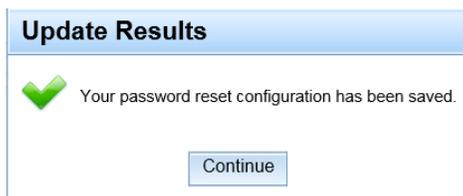
- Question 1: Use the drop down to select a “secret question”
- Answer 1: Enter the answer to the secret question chosen in the field above. NOTE: **This is case sensitive** and must be entered exactly as it is entered here when doing a “Forgot Password” self-help reset.
- Alternate Email: verify this is your correct email

Click “Update Configuration”



The screenshot shows a web interface titled "OCDE - Password Reset Configuration". It contains a section for "Challenge Questions" with an explanatory paragraph. Below this is the "Password Reset Configuration" section, which includes a dropdown menu for "Question 1" (currently set to "-- Please choose a question --"), a text input field for "Answer 1", and another text input field for "Alternate Email". An "Update Configuration" button is located at the bottom right of the form.

Click continue



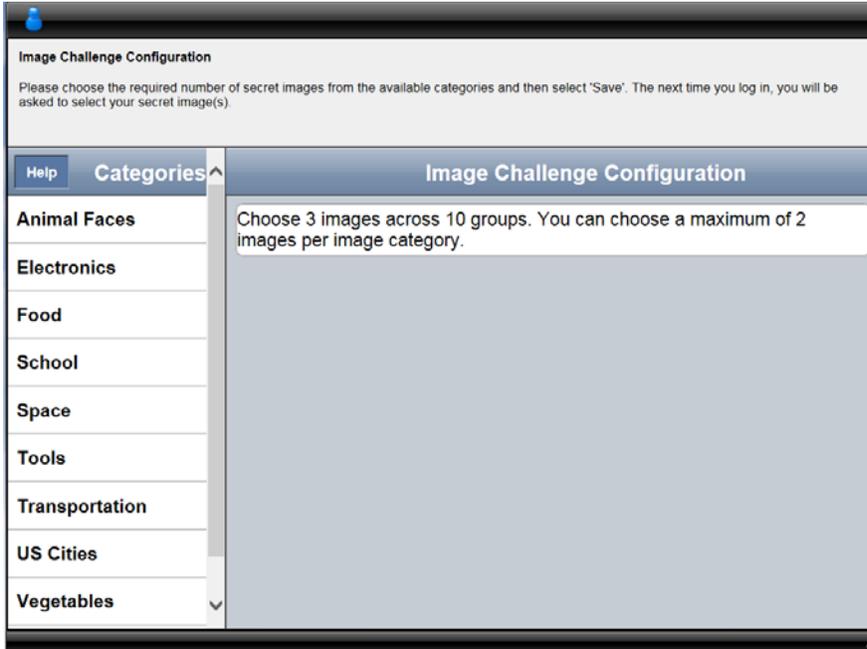
The screenshot shows a confirmation message in a blue-bordered box. At the top, it says "Update Results". Below that is a green checkmark icon followed by the text "Your password reset configuration has been saved." At the bottom center of the box is a "Continue" button.

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## Step 3: Image Challenge Configuration

Select 3 images from ten different categories. Up to 2 images can be chosen from the same category.

**You must remember these images for all future logins.**



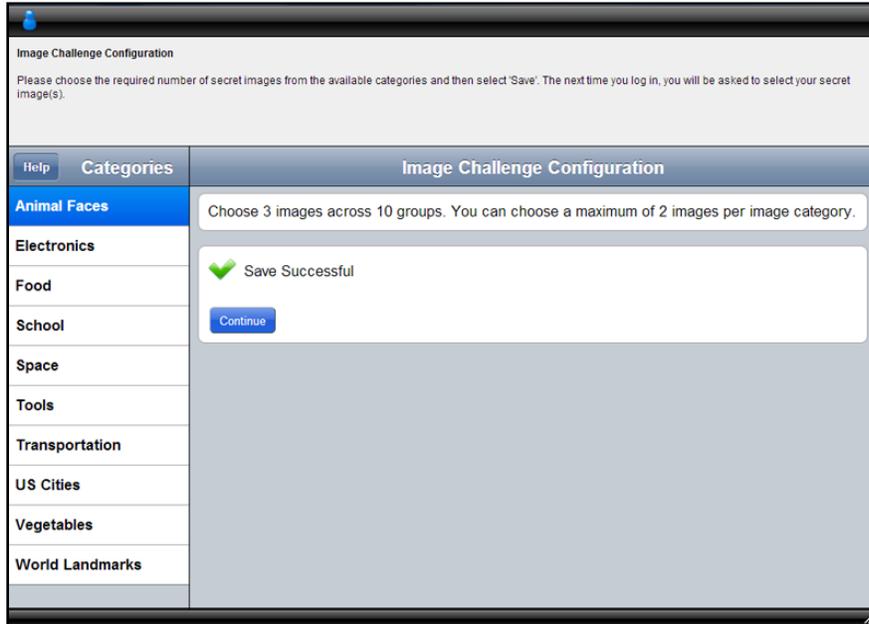
Click "Save" before moving on to the next category and selecting another image.



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After choosing 3 images click “Continue” as shown in the screen below.



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## Step 4: Change Password

The final step in setting up OCDE Stoneware is creating a unique password.

- Old Password: Enter passXXXX (where XXXX is the last four digits of your SSN)
- New Password: Create a **private** password
- Confirm Password: Reenter the **private** password (write down your **private** password, you will need it in the following steps)

Click “Change Password”

OCDE - Change Password

**Password Expiration**  
Your password has expired. You will be required to reset your password before continuing. Current policy for password expiration is 90 days.  
Please enter your existing password and verify your new password.

**Change Password**  
Password Requirements

Old Password:   
New Password:   
Confirm Password:

Create your private password



Click “Continue”

OCDE - Change Password

**Password Expiration**  
Your password has expired. You will be required to reset your password before continuing. Current policy for password expiration is 90 days.  
Please enter your existing password and verify your new password.

**Change Password**  
Password Requirements

Old Password:   
New Password:   
Confirm Password:

**Change Password Results**  
✔ Your password has been changed.

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## Password/Automatic Login Setup

From the Business Applications tab, click The BusinessPLUS 7.9 icon to access the financial system.



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- The following pop up box will appear asking for a username and password.

## Password Maintenance

From here you can update your id or passwords and change your active s

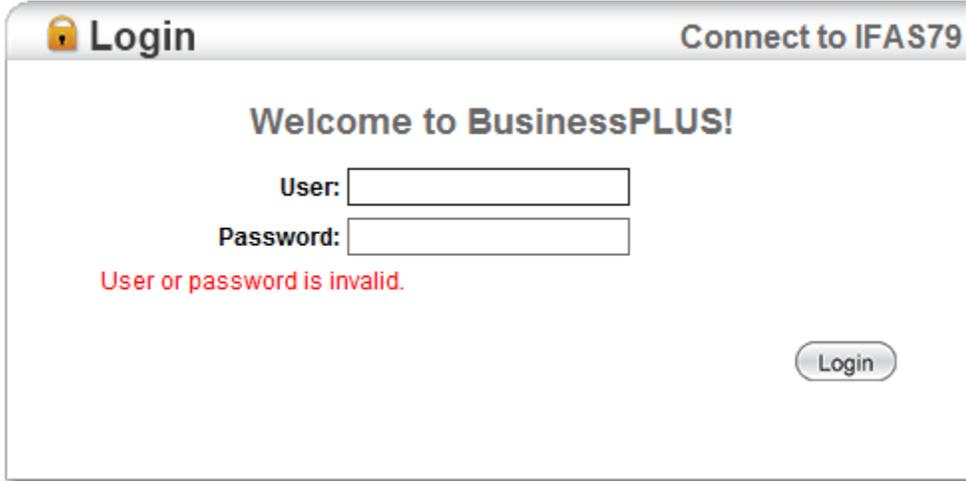
The screenshot shows a web form titled "My Bi-Tech-IFAS Credentials". It contains three input fields with labels: "1) Please enter your Bi-Tech IFAS/BusinessPlus User ID:", "2) Please enter your Bi-Tech IFAS/BusinessPlus Password:", and "3) Please enter your Web Inquiry Password (if applicable):". The first field contains the text "JMSTAF". A red callout bubble points to this field with the text "UserID provided during training or from Joel Newkirk in TIS. NOT your employeeID.". A blue callout bubble points to the second and third fields with the text "Enter your private password on both lines". Below the form is a button labeled "Update Stored Passwords".

- 1) UserID – obtain the userID from your District Office. Typically the userID is:
  - First initial of the first name
  - First initial of the middle name (if OCDE was not aware of your middle initial an X was assigned)
  - First 4 letters of the last name
  - Example: Joe M. Staff would be: JMSTAF
  - IF OCDE was not aware of the middle initial the userID would be JXSTAF
- 2 and 3) Enter your private password (entered in Step 4 on page 5)
- Click Update Stored Passwords. This will store the userID and password for all future logins.
- You should be re-directed to the financial system.

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If login is not successful the following message will be received:



Go back to the Launch Dashboard and click on the Application Passwords tab.



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Expand the My Bi-Tech-IFAS Credentials:

Hover your mouse over the magnifying glass to see the actual value that has been stored.

The first field should NOT have an employeeID. If it does, remove the employeeID and enter your BusinessPLUS userID.

- Name Example: Joe M. Staff
- UserID Example: JMSTAF or JXSTAF

Click Update Stored Passwords.

Click on the Business Applications tab.

Click the BusinessPLUS link.

