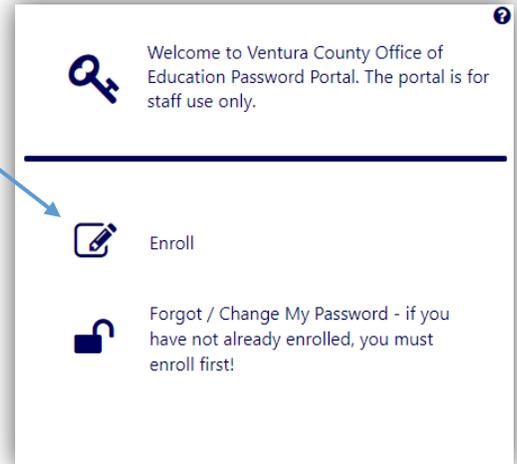


Enrolling in the VCOE Escape Password Management Tool

1. Open a web browser and navigate to <https://escapepassword.vcoe.org> to access the *VCOE Password Portal* will be displayed as shown at right. Click the **Enroll** link.
2. Enter the user name and temporary password (provided by your work location) Click **Next**.

A screenshot of the login form. It says "Enter your username and password provided to you by your supervisor or teacher." Below this is a horizontal line. There are two input fields: "Username:" with the text "sgoodman" and "Password:" with a field of dots. A small eye icon is to the right of the password field. A blue arrow points from the "Next" instruction in the previous step to the eye icon.

Hint: Your password will be displayed as dots to prevent others from seeing it as you type it, but you can click the eye to display your password in plain text.

3. You will now be asked to create answers to 3 questions that can be used in case you forget your password. Select the first question you want to answer from the drop-down list. Answers have to be at least 3 letters long and can only be upper and lower-case letters, numbers and may contain spaces.

Repeat this step for the next two questions.



Choose answers you will remember!

A screenshot of the security question selection screen. It says "Choose and answer a question to use during password reset. The response must be at least 3 characters long and may contain only upper and lower case letters, numbers and spaces." Below this is a progress bar with four numbered circles (1, 2, 3, 4). Under "Select question:", there is a dropdown menu with the text "What is the name of your favorite childhood friend?". Below that are "Answer:" and "Confirm answer" fields, each with a text input and an eye icon.

4. The Enrollment Complete dialog box will be displayed and confirm you are enrolled. **Click OK** to close the dialog box

A screenshot of the enrollment complete screen. It says "You are now enrolled. Please retain your security questions and answers. You will be asked to answer these questions during password reset." Below this is a progress bar with four numbered circles (1, 2, 3, 4). At the bottom, it says "Click on 'OK' to close the program."