

## Introduction (continued)

### SCPRS DATE

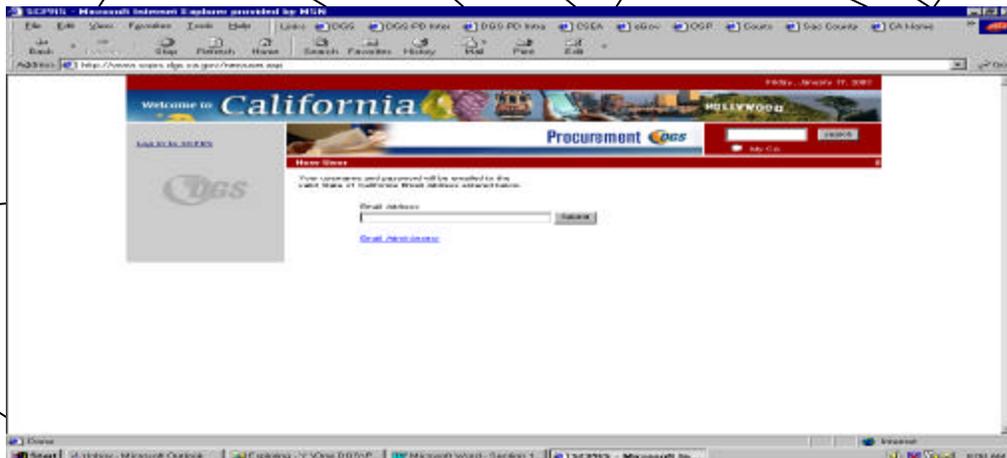
#### New User Page

The screen below provides a box for the user to type in a **valid** State of California email address. This is the same one normally used during your daily work and the one assigned to you by your department. All email from the SCPRS system will use this email address for communication with the user. If a user has more than one email, please use the one where you wish to receive SCPRS emails.

**Do not enter the password that you usually use at your office for your own department's automated systems - it will not work.** You must request a new password from DGS that is generated by the SCPRS system. You can change it once you log in.

This screen also provides a link to the [Email Administrator](#) that takes you to a blank email where you can communicate with the SCPRS administrator.

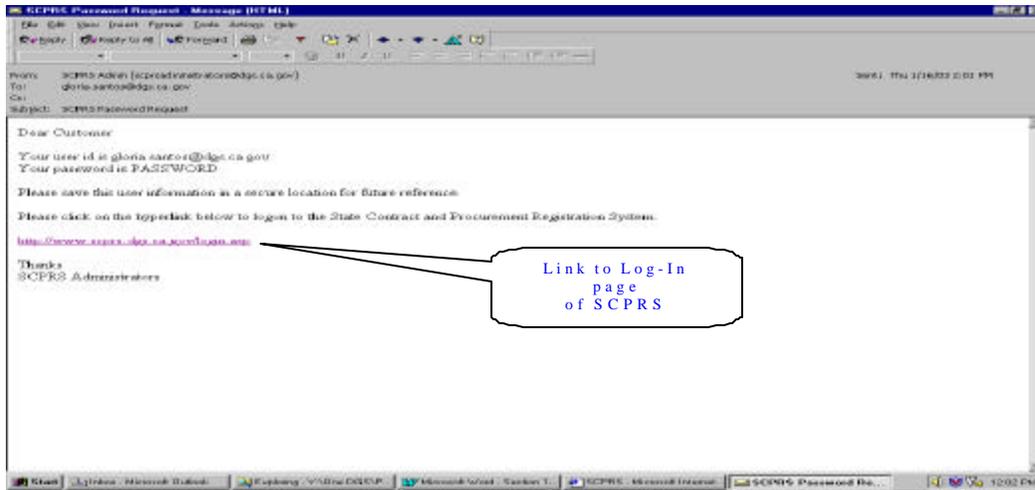
After you have correctly entered your email address, click on the gray **Submit** button. Within seconds, you should receive a response in your usual email system, such as Outlook, GroupWise or Lotus Notes, from the SCPRS with your new first time password. All email sent to you from SCPRS will arrive in your usual email system based on the valid email address you supply.



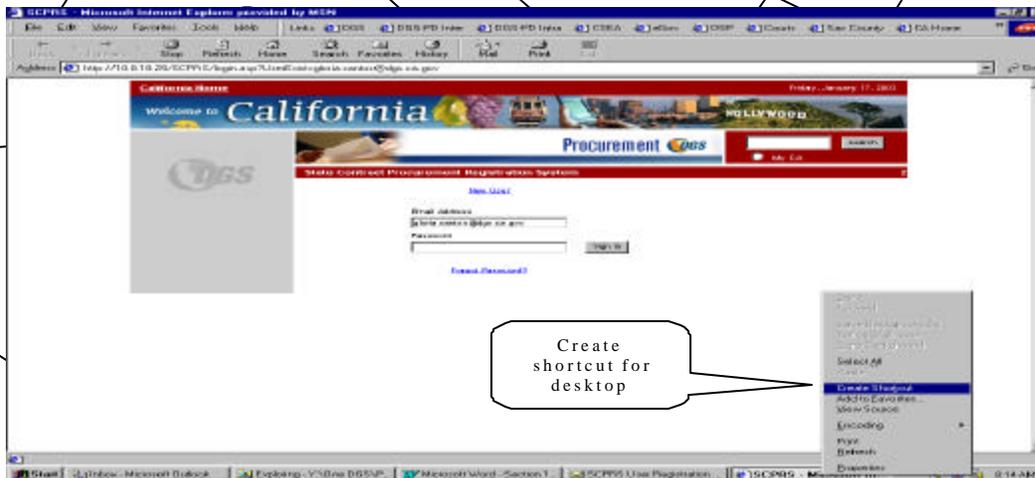
#### Initial Password link

The first email received from SCPRS shown below will include the new password that allows you to log-in into the SCPRS. The email also contains a link that leads you directly to the log-in screen of SCPRS (shown earlier in this document). Click on the link to take you back to the SCPRS. You may want to write down your password and save this email for future reference.

**Note:** Passwords are not case sensitive in the SCPRS. Once you are logged into the system the first time, you may change your password.



For convenience, the user may want to add an icon on their desktop to provide a quick link to the SCPRS. At the log-in screen, click with the **right button** that is on top of your mouse. Select the 'create shortcut' on the small menu that appears. An icon will appear on your desktop screen and allow you to quickly return to the SCPRS system (see screen below for this menu that appears when you right-click your mouse). You can also add the SCPRS log-in page to your Favorites list on your browser. For specific instructions on how your particular Browser software works, please contact your department/agency's computer support or help desk staff.



### **Forget Password link**

Another link on the log-in screen provides the user assistance if they forget their password. Click on the link to go to a screen that is similar to the 'Initial Password' screen. The user must enter the **same email address** used when they initially

entered the system, click on the gray **SUBMIT** button and an email will be delivered to them with the last password they were using.

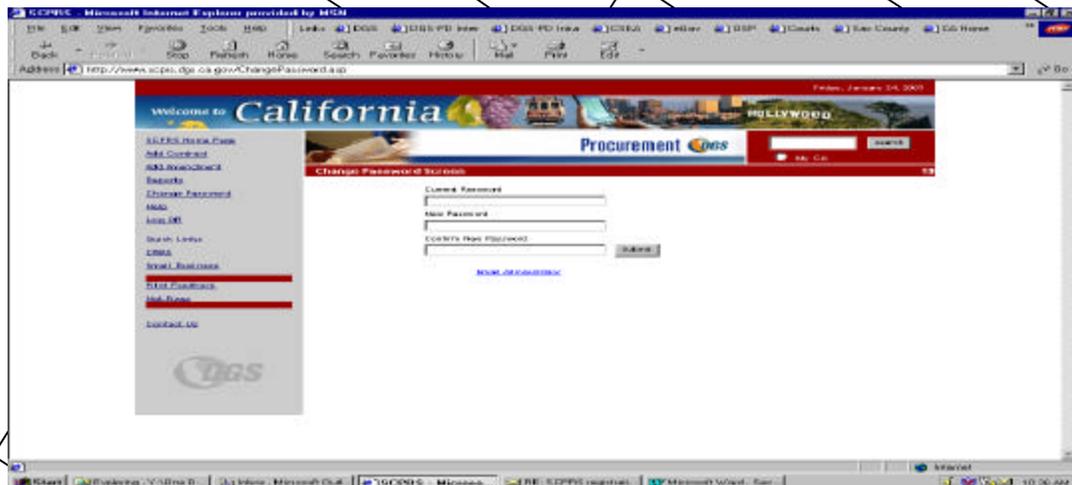
**Note:** if you cannot remember your password, you must use this screen to receive assistance. If you send a separate email to the SCPRS staff from this screen, you will still need to enter your email address and click on **SUBMIT** to receive an email sent within seconds from the SCPRS with your password.

### **Log-In boxes**

When you first log-in enter your normal work email address and use the password that the SCPRS system sends you in your first email. Once in the system you can change your password.

### **Change Password**

Click on the link for [Change Password](#) that is located in the left hand of the screen in the gray area. The following screen will appear.



Type in your current password in the first box and your new password in the next two boxes. It must be at least 8 characters long. You may use all capital letters, all small letters, or a combination of both. You may also use a combination of numbers and letters. Do not use special characters such as # signs or % signs. Click on the gray **SUBMIT** button. A 'thank you' screen appears and states that your password has been changed and your new password has been emailed to you. This is for you to confirm that a change was made and what the change was.

### **Contact Us**

The SCPRS provides a link that will automatically open a blank email message that is already addressed to the SCPRS Administrator [scprsadministrators@dgs.ca.gov](mailto:scprsadministrators@dgs.ca.gov). The system administrator will ensure that your questions and concerns are addressed. Any requested data changes will be performed in a timely manner. The **Contact Us** email link on the Introduction Page and on the gray left side of the screen should be used for all communication concerning this system and its use. Enter information into the

subject line, add your message, and include sufficient information for us to contact you. When you are finished entering your information, send your message to SCPRS as you would normally send any other email.

## Sign-In and Welcome to SCPRS Page (see Section 2 for details)

After a user successfully logs-in and enters the SCPRS system, they will come to the first screen in the SCPRS as shown below.



**Note:** *The system will automatically log you off after 30 minutes* if you have not been working in the system, i.e., if the system sits idle. When you do attempt to change a screen or add data, the system will inform you that you have been logged off and must log-in again (see screen below). Simply click on the [SCPRS Log-In](#) link and re-enter your ID and your password.

When you log-out, you will see the following screen.

