

## Topic

New Login and Password

## Introduction

“Welcome to Account Setup for a new login and password.

## Content

If you want a new login/password, click on Account Setup link on the Data Entry Home Page on the Blue Toolbar. The password will be auto-generated. You cannot create your own. For a new account login, enter a new Account name and Account Login, make sure the Account email address is accurate, then click on Create New Login and Password.



[TO MENU](#) *Pine RSU Account Maintenance* [LOG OUT](#)

**Edit the information below to update the account name, email address and to create a new, secure password. Please be sure to write down your new login and password before you return to the menu.**

### Current Account Information

Account Name	Jim Wilson
Account Login:	pinersu
Account Password:	159357
Account Email:	gseekins@usaed.net

[Create New Login and Password](#)

You will now take note of the newly generated Account Password and place it in a secure location for access later.

## Closing

“This concludes this guidance material on creating a New login/password. For additional questions, please reach out to your assigned ESEA Federal Programs Regional Team Member.”