

# PDP Premier: Setting Up Your Password & Security Questions

1. Begin by going to the PDP Premier Sign In page – [apps.wnyric.org/pdp](https://apps.wnyric.org/pdp)
2. Click on **Forgot Password** at the bottom of the page.

Sign In

PDP Premier

Entries

**Welcome to PDP Premier**

Our new system looks a little different but the screen design and application functionality are exactly the same.

Click the Sign In link located at the top right corner of this page.

Enter your Email Address and Password

Click the Sign In Button

[Forgot Password](#) [Login Help](#)

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3. Enter your district **Email Address** and **Temporary Password**, then click **Log In**.

Help

Type your district e-mail address and password, then click Log In.

E-Mail Address/User ID:

Password:

[Forgot your password?](#)

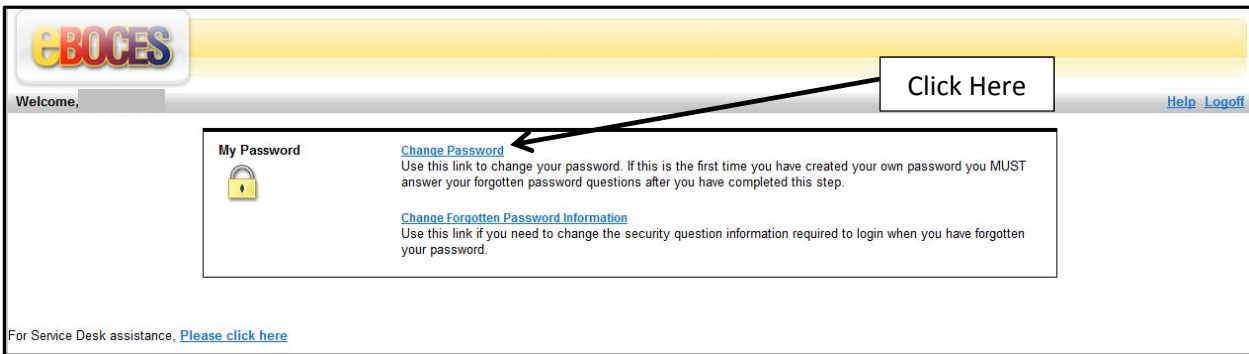
For Service Desk assistance, [Please click here](#)

Log In

Email Address

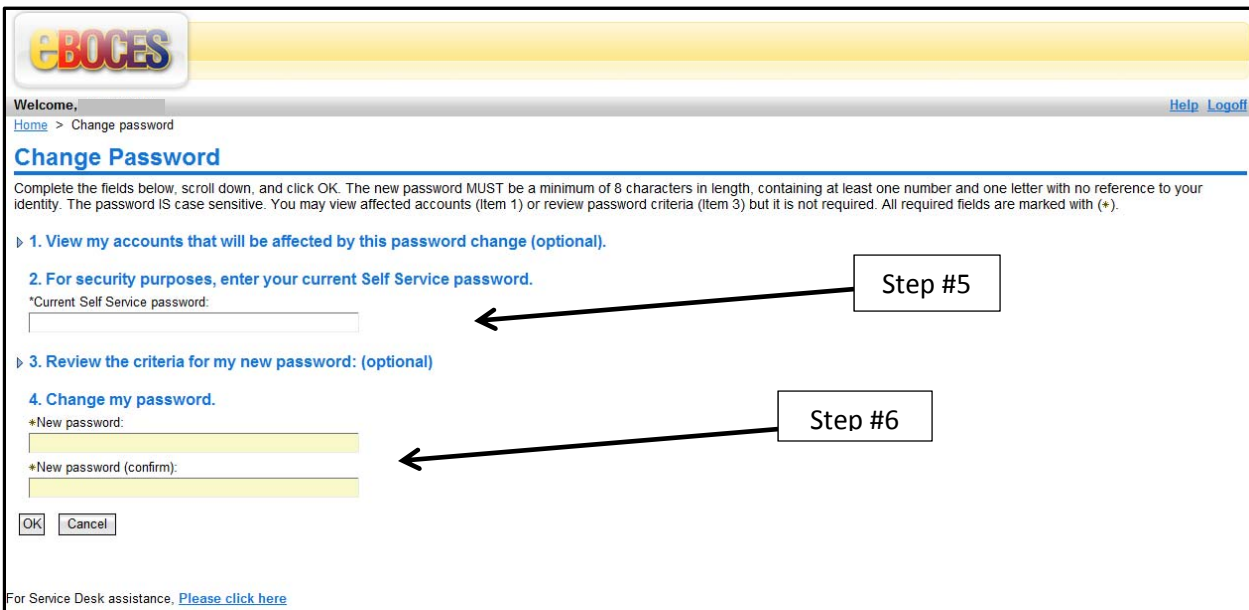
Temporary Password

4. Begin by clicking on **Change Password**.



5. For (#2) **Current Self Service Password** – enter your **Temporary Password**.

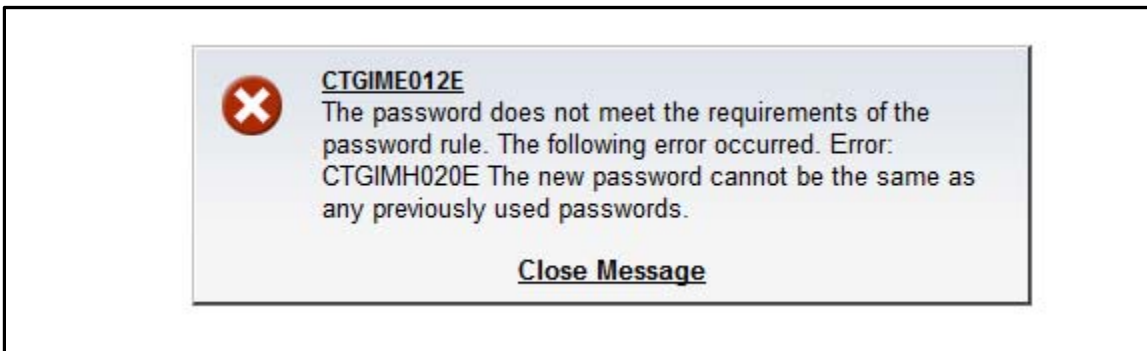
6. Enter Your New Password and then re-enter it for #4 – click **OK** when finished.



7. If you receive the following message, your password does not meet the password criteria.

As a result, you will need to try a new password. Repeat steps – 5 & 6.

**NOTE:** Clicking on #3 (screen shot above) will allow you to review the password criteria.



8. When you have successful enter a password – your screen will look similar. Now click the [Home](#) button.

**EBOCES**

Welcome, [Home](#) > [Change password](#) > Request submitted [Help](#) [Logoff](#)

### Request Submitted: Password Changed

You have submitted a request. Below is the information available to you at this time.

**Request Detail**

Request ID: 2873832969327667455  
Date Submitted: September 24, 2014 9:37:53 AM  
Request Type: Change Password for Multiple Accounts  
Access/Account: CJ106982 on ITIM Service  
CJ106982 on TAM Combo Service

**Related Tasks**

- To check on the status of your request, refer to the [View My Requests](#) page.
- To perform other tasks go to the [Self Service Home](#) page.

For Service Desk assistance, [Please click here](#)

9. Next, click on **Change Forgotten Password Information**.

**EBOCES**

Welcome, [Help](#) [Logoff](#)

**My Password**

[Change Password](#)  
Use this link to change your password. If this is the first time you have created your own password you MUST answer your forgotten password questions after you have completed this step.

[Change Forgotten Password Information](#) ← **Click Here**  
Use this link if you need to change the security question information required to login when you have forgotten your password.

For Service Desk assistance, [Please click here](#)

10. Answer only three of the questions and then click **OK**.

**EBOCES**

Welcome [Home](#) > [Change forgotten password information](#) [Help](#) [Logoff](#)

### Change Forgotten Password Information

Please click "Clear" to remove any previously answered questions. Select and provide an answer that you will remember to exactly 3 questions from the list below, then scroll down to the bottom and click OK to save your responses. Note that your answers are NOT case sensitive.

What is your father's middle name?

What is your favorite cartoon character?

What is your maternal grandmother's first name?

What was the house or PO Box number where you lived at the age of 16? (enter in digits)

What was your favorite place to visit as a child?

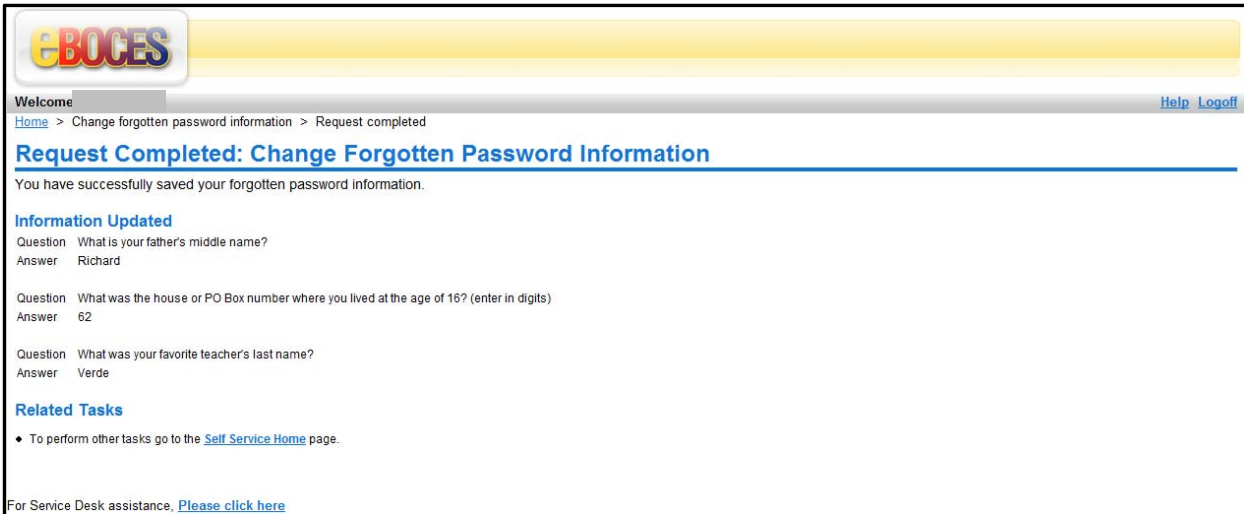
What was your favorite subject in high school?

What was your favorite teacher's last name?

For Service Desk assistance, [Please click here](#)

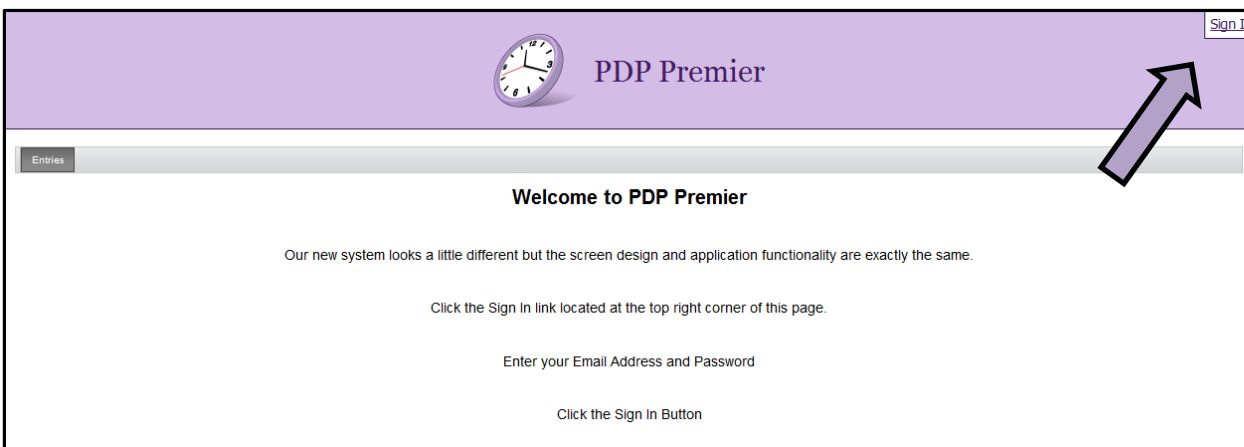
11. When you have successfully answered the **Security Questions** – your screen will look similar.

12. Next, close this window.

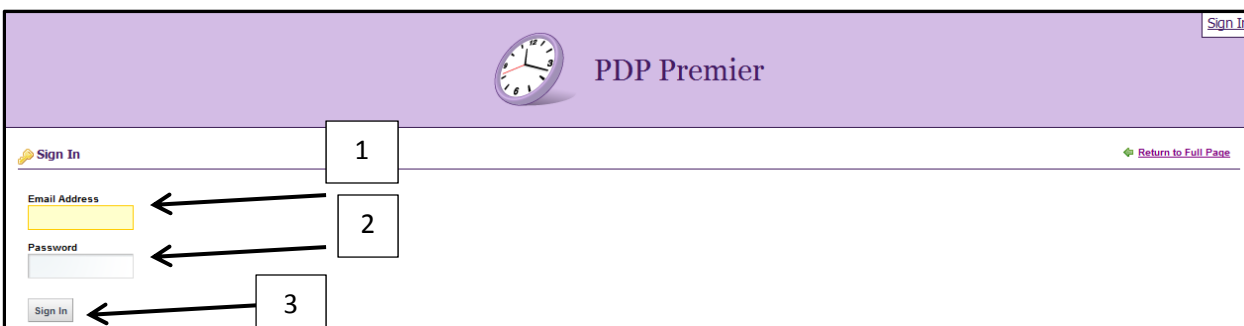


13. Go back to the PDP Premier Sign In page – [apps.wnyric.org/pdp](https://apps.wnyric.org/pdp)

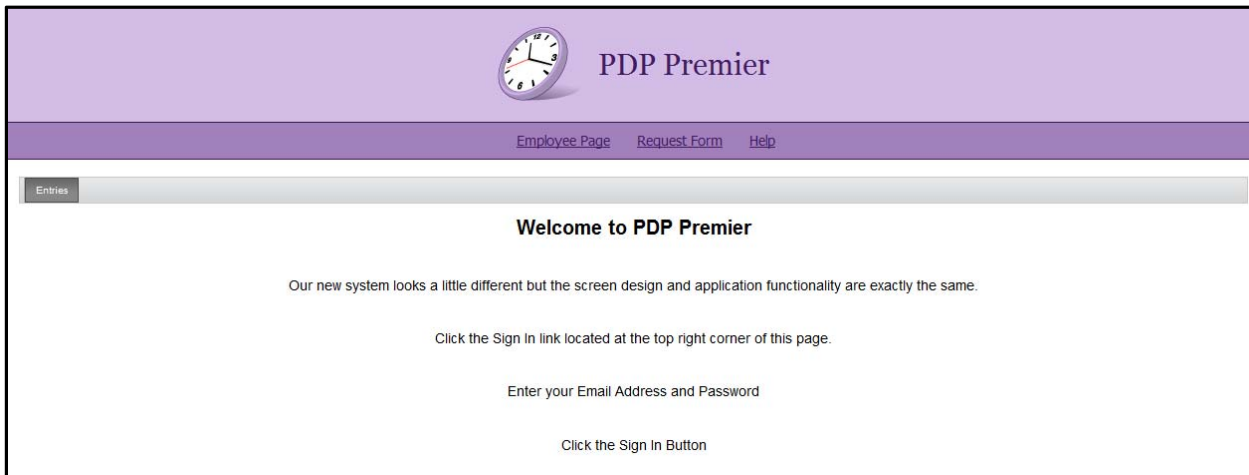
14. Click **Sign In** – upper right corner of the page.



15. Enter your **district email address** and new **password**, and then click **Sign In**.



## 16. You are now ready to begin using PDP Premier!



The screenshot shows the PDP Premier login page. At the top, there is a purple header bar containing a clock icon and the text "PDP Premier". Below the header, there is a navigation bar with links for "Employee Page", "Request Form", and "Help". A "Entries" tab is visible on the left side. The main content area features a "Welcome to PDP Premier" heading, followed by a message stating that the new system's design and functionality are the same as the previous one. It instructs the user to click the "Sign In" link in the top right corner, enter their email address and password, and then click the "Sign In" button.

[Employee Page](#) [Request Form](#) [Help](#)

Entries

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