
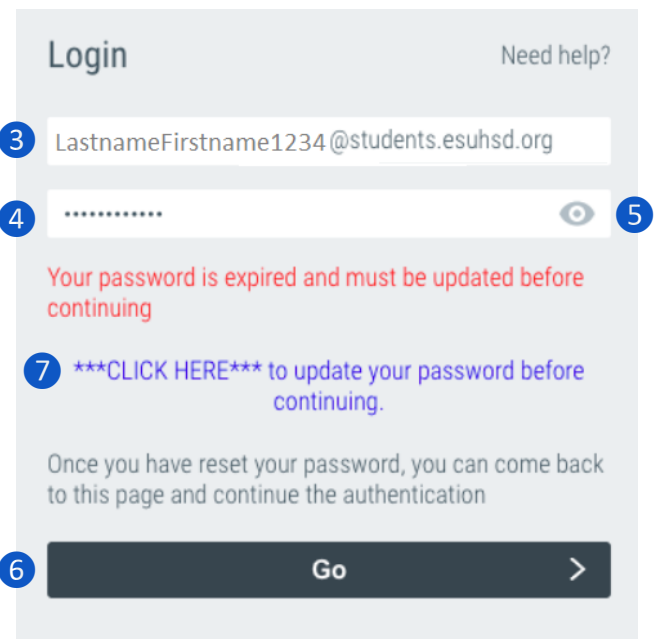


On-Boarding Instructions for New Students


East Side Union High School District uses Access Request Management System (ARMS) for students to create, change, or recover their ESUHSU password. All students must follow the on-boarding instructions below to have access to their ESUHSU district email, signing into a Chromebook, district computer, ESUHSU wireless network (while on campus and if community network is available) and instructional applications.

On-Board to ARMS:

1. Open an internet browser, such as **Chrome**.
2. Go to <https://arms.esuhd.org>.
3. Enter district email address in **Username**.
4. Enter **E@stside** in **Password**.
5. Click the  to see the password as typed.
6. Click **Go**.
7. Click on *****CLICK HERE***** to change password.
8. Enter a new password in the both fields.
Password must meet requirements listed and must NOT contain your first or last name.
9. Click **Next**, then **Close**.
10. Log in to ARMS with new password.
11. Answer 3 of the **Challenge Question Responses*** for the **Forgot My Password** feature.



Recommendations to document your username and password:

- Take a picture of the login screen in step 10 after you click on the  to show password.
- Write your username and password in your notebook or binder in separate locations.
- Text the information to yourself OR for iPhones, add a Note with the information.

***For higher security**, consider entering a passphrase instead of correct answers. For instance, use "ilovelife" then modify for the other 2 questions since not allowed to repeat answers. Store passphrase at home and on phone.

Recover password:

1. Go to <https://arms.esuhd.org>.
2. Click **Need help?**, then **Forgot My Password**.
3. Enter your district email address, click **Next**.
4. Answer the Challenge Question, click **Next**.
5. If answered correctly, the next screen is to change your password.

Enter a new password in both fields and click **Next**.
Your password must not contain your first or last name. Including either will cause the error "Password is not valid."

6. If not answered correctly, click **Start Over** to go back to **Step 1 of 4**.

Change your password and update challenge responses if compromised:

1. Go to <https://arms.esuhd.org> and log in.
2. Click **Profiles** in the left pane.
3. Click **Change Password** or **Update Challenge Responses**. Must know current password, if not use above steps to recover password.

