Access Request Management System (ARMS)

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 ESUHSD password. All students must follow the on-boarding instructions below to have access to their ESUHSD district email, signing into a Chromebook, district computer, ESUHSD 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.
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.

Recover password:
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.esuhsd.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.

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.

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