Access Request Management System (ARMS)

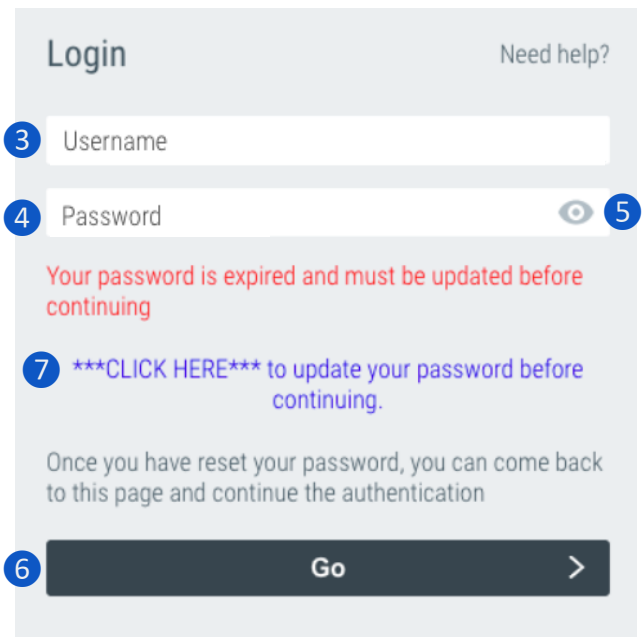**EAST SIDE** HIGH SCHOOL DISTRICT *Silicon Valley*

On-Boarding Instructions for 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**.

2. Go to https://arms.esuhsd.org.

3. Enter district email address in **Username**.

4. Enter the password provided by the school.

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.

Login — Need help?

③ Username
④ Password ◉ ⑤

Your password is expired and must be updated before continuing

⑦ ***CLICK HERE*** to update your password before continuing.

Once you have reset your password, you can come back to this page and continue the authentication

⑥ Go >

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 "lifeisgood" 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.esuhsd.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.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.

Access Request Management System
By iDENTiTY AUTOMATION

Step 3 of 4

Fill out the following fields to change your password. Failure to change your password on this screen may result in the disabling of your account.

Password Requirements:
Minimum 8 Characters
At least three of the following types of characters:
- upper case letters
- lower letters
- numbers
- special characters: !@#$%^()_+-=~`[]:;?/\

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Next ➡