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New Accounts
When your account is created, you may receive an e-mail similar to the one displayed below.

Subject: Access Information for WNYRIC Applications and Data Warehouse

Erie 1 BOCES Self-Service Center

Enclosed are the ID and **temporary password** for your self-service account.

This account is used to ensure access to the Erie 1 BOCES and WNYRIC websites and their applications:

- Budget Mailer
- Data Warehouse
- Event Management and Registration
- PDP Premier
- Sametime
- Special Education Registration
- Test Scoring
- Textbook Services

You must answer your security questions and change your password. To do so, go to the Self-Service Center at [https://login.wnyric.org/](https://login.wnyric.org/). Detailed instructions can be found via the links at the top of this message.

<table>
<thead>
<tr>
<th>Manage Account:</th>
<th><a href="https://login.wnyric.org/">https://login.wnyric.org/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Name:</td>
<td>Lando Calrissian</td>
</tr>
<tr>
<td>Account ID:</td>
<td>0110LCALR31</td>
</tr>
<tr>
<td>Temporary Password:</td>
<td>Er19691231</td>
</tr>
</tbody>
</table>

Do not reply to this e-mail address. If you have any questions, please contact the WNYRIC Service Desk:

(716) 821-7171
1-800-872-0780
servicedesk@e1b.org
Manage Your Account

When you receive the notification for your new user ID, the “Manage Your Account” utility must be used to configure your password and security questions before you can access your applications.

The link provided will display as https://login.wnyric.org/. When you enter this address into your browser, it will redirect to https://login.wnyric.org/itim/self/jsp/logon/login.jsp.

Enter your e-mail address or user ID and password to “Manage Your Account”. Passwords are case-sensitive.

The first time you log in, use the temporary password that you received from the new account e-mail or your district. This utility can be accessed whenever you need or want to change your password or update your security questions.
Change Password

Once you enter your e-mail address or user ID and correct password, this page will appear. Select “Change Password”.

Follow the steps to change your password.
Change Forgotten Password Information
When you enter your e-mail address or user ID and correct password, this page will appear. Select “Change Forgotten Password Information”.

Answer three of the seven questions displayed. If you are updating or changing your answers, “Clear” the current responses before entering the new responses.

When you have completed this task, click OK.
Forgot your password?

This feature cannot be used until you have successfully changed your password and answered the security questions.

Forgot Your Password

Answer the following questions. If you forget your password the system uses the answers to these questions to confirm your identity before resetting your password. All required fields are marked with (*)

* What is your father’s middle name?

OK  Cancel
Once you have answered the question correctly, you can enter a new password. Passwords are case-sensitive.

If you are unable to correctly answer any of the questions, contact the WNYRIC Service Desk for a new temporary password at (716) 821-7171, 1-800-872-0782, or servicedesk@e1b.org.