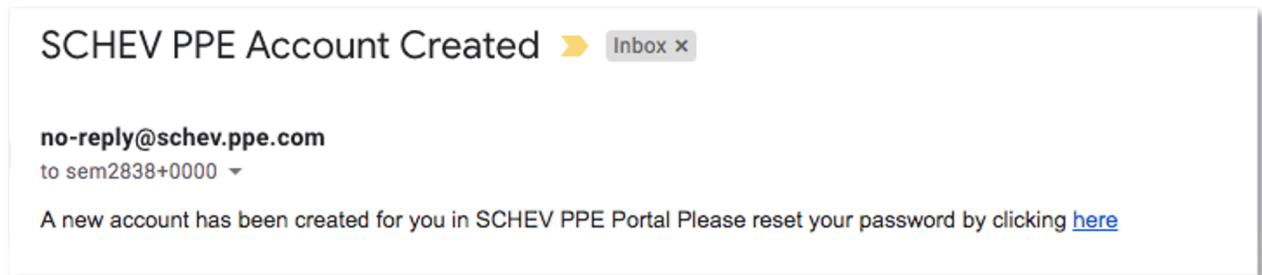


SCHEV PPE Portal

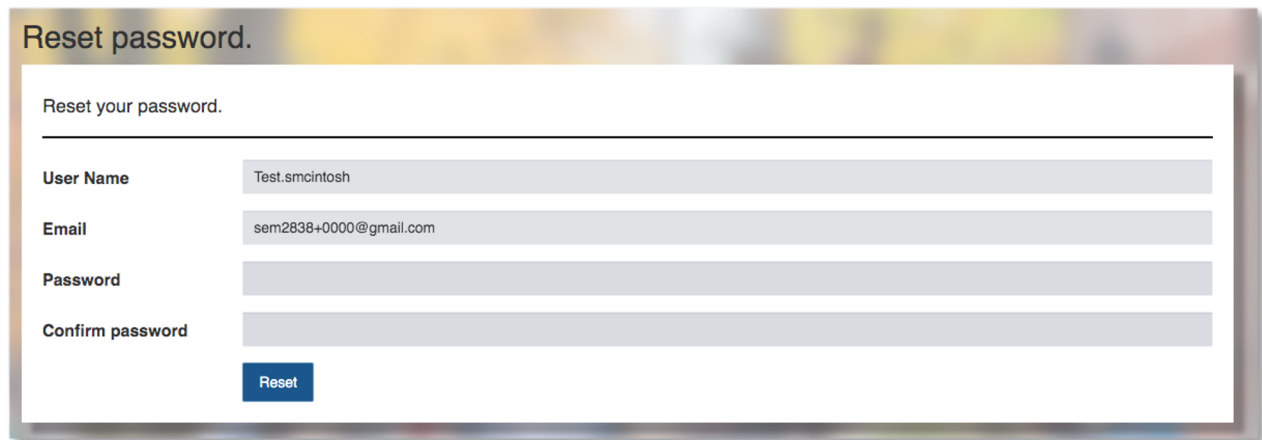
1.0 School Login and Account Creation

SCHEV Admins are responsible for creating all School Admin user accounts for new and existing schools in the PPE Portal.

Once the account has been created by SCHEV, an email will send a request to have the user create a password.



The new user will be instructed to create a new password and click **Reset**.

A screenshot of a "Reset password" form. The form has a title "Reset password." and a sub-header "Reset your password." Below this is a horizontal line. The form contains four input fields: "User Name" with the value "Test.smcintosh", "Email" with the value "sem2838+0000@gmail.com", "Password", and "Confirm password". At the bottom of the form is a blue button labeled "Reset".

Once the password is reset, the School Admin can login with the username and password. Refer to **General Information Section 1.0 Log in Page** for instructions on logging in, resetting passwords and roles and permissions.