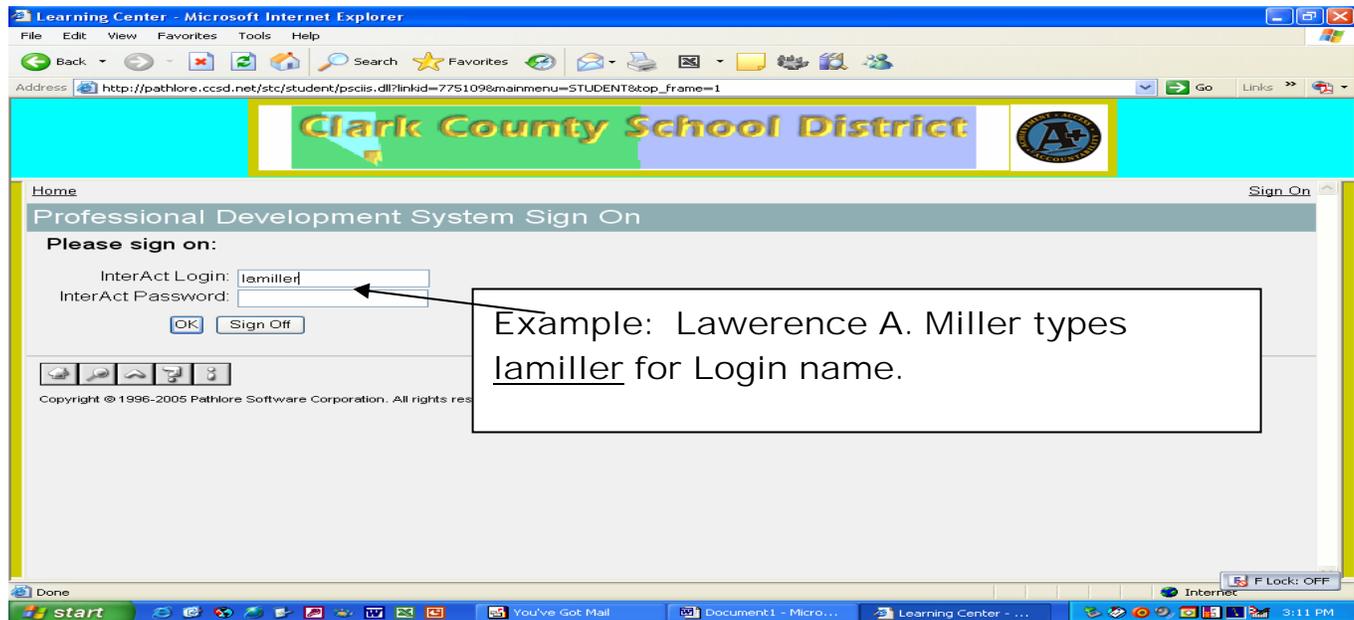


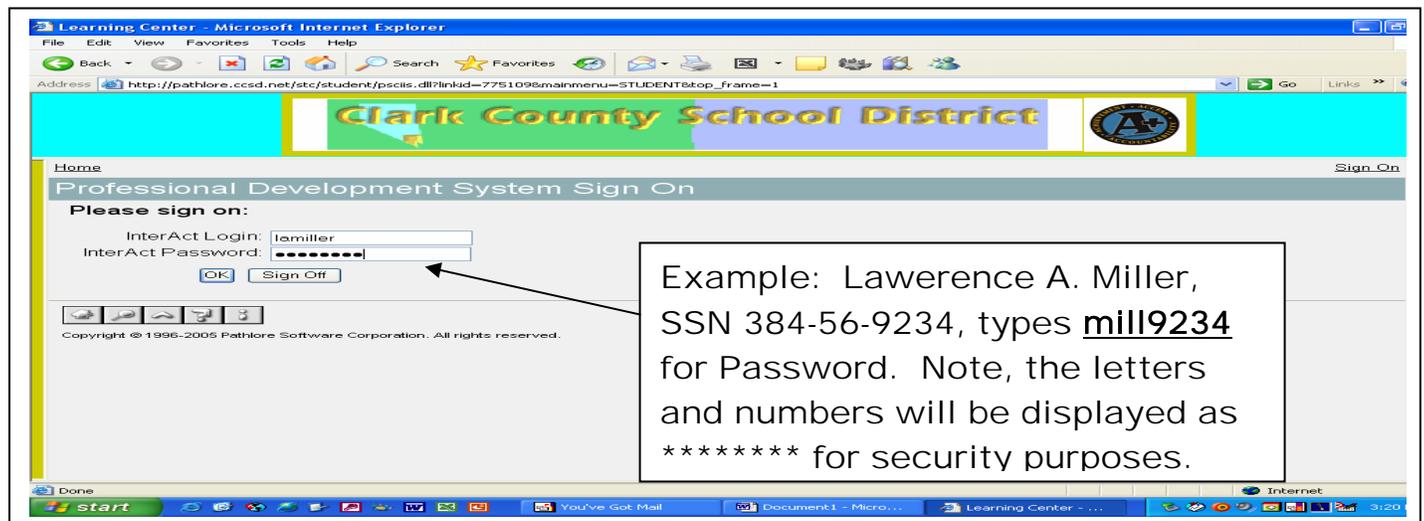
INTERACT/PATHLORE LOGIN AND PASSWORDS

Most CCSD Support Staff personnel have been assigned a Login Name and Password for Interact/Pathlore. Here are the steps to find your Login and Password if you don't know them already:

1. Use all lower case (small) letters. Type the **first** letter of your **first** name, the **first** letter of your **middle** name, and add your **complete** last name – without any spaces, commas or periods in the **Login** block:

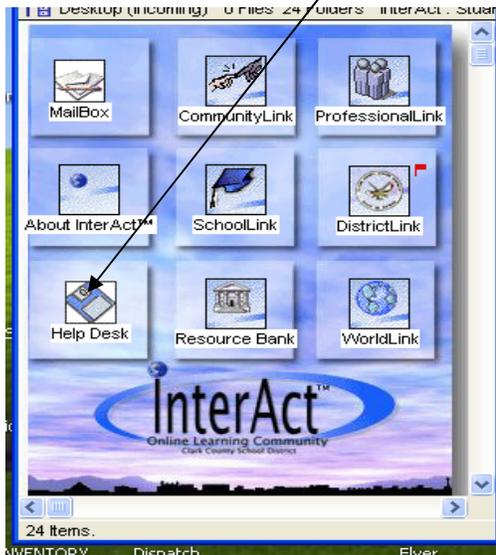


2. Take the **first four** letters of your **last** name and the **last four** digits of your Social Security Number. Type them without spaces, commas, periods or dashes, into the block for **Password**.



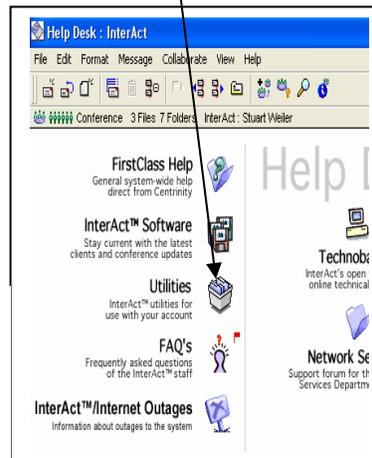
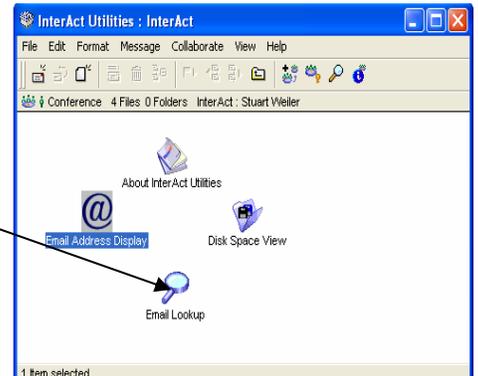
3. If the above steps don't work, try the steps on the reverse side of this page.

1. Your supervisor, or someone that *can* access their account, logs into Interact.
2. Double-Click on Help Desk.



2b
Double Click Email
Lookup

2a
Click Utilities



4. Search for the person's Email address by typing in a portion of their first and last name. Use at least 3 letters of each, with a space in between.

5. For Example: For Donald Duck, type **don duc**. In response, if the address displayed is **dcduck@interact.ccsd.net**, then Donald's ID is **dcduck**. Donald's Password will be **duckxxxx**, (the x's being the last 4 of his SSN.)



6. Write down the Login name and remember the password for use during the Pathlore registration process.

If you still are having problems, contact the Interact Help Desk at 799-1071, Ext 9. Remember, instructions for registering for classes through Pathlore are available on the Maintenance Web Site, under the Technology link, at keywords Helpful Links and Pathlore Training.