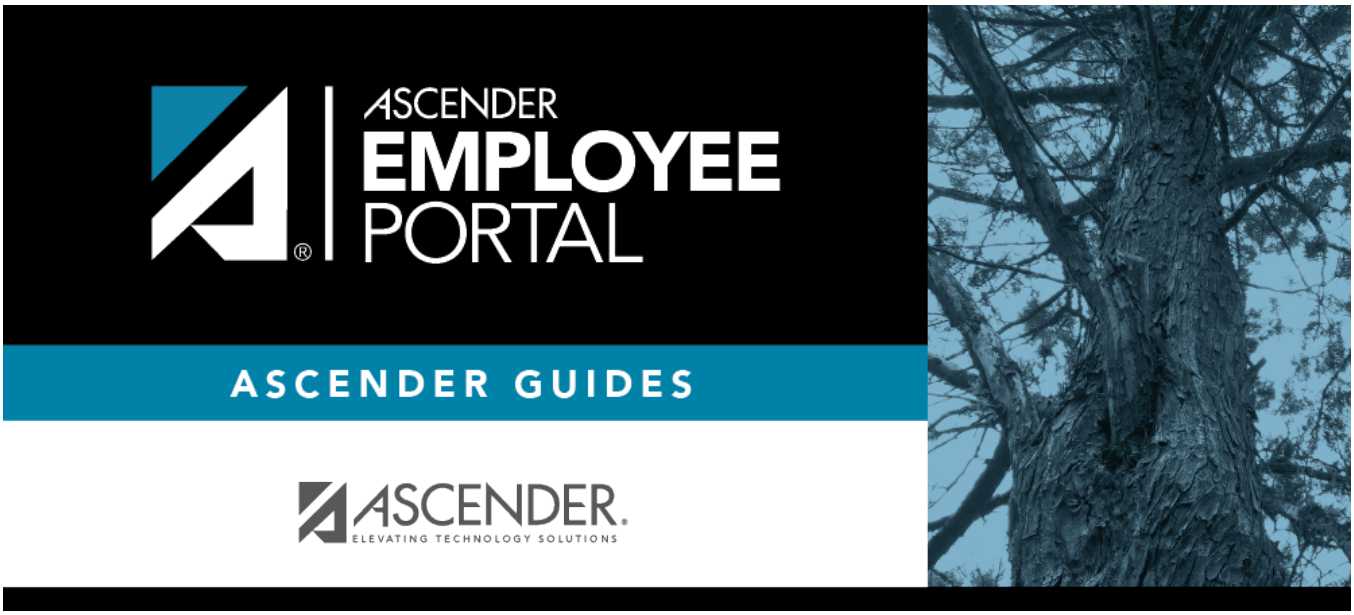
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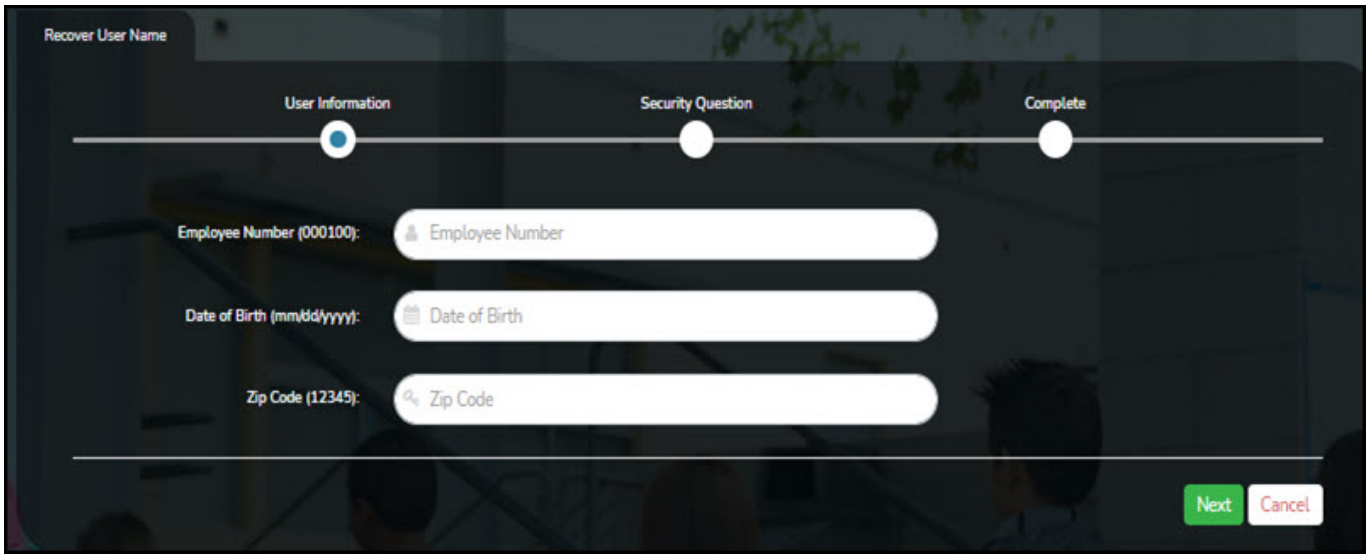
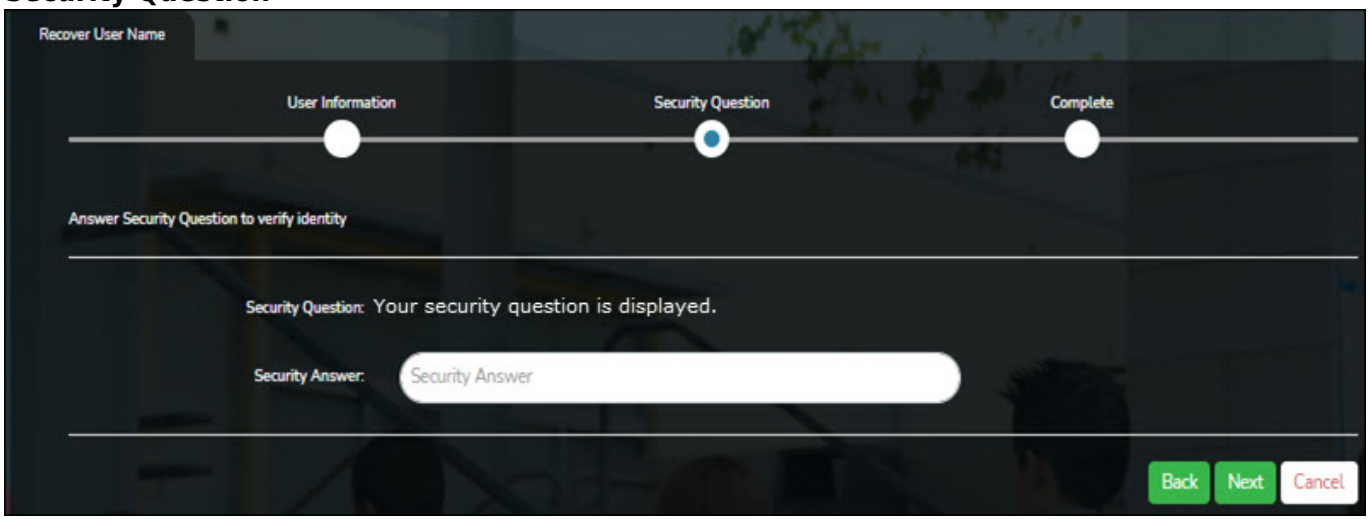
❑ From the EmployeePortal Login page, click **Forgot User Name**. The Recover User Name page is displayed.




### User Information

| | |
|---|---|
| **Employee Number or Social Security Number** | Depending on your LEA's settings, you are prompted for either your employee number or your nine-digit social security number. |
| **Date of Birth** | Type your birth date in the MMDDYYYY format. |
| **Zip Code** | Type your five-digit zip code. |

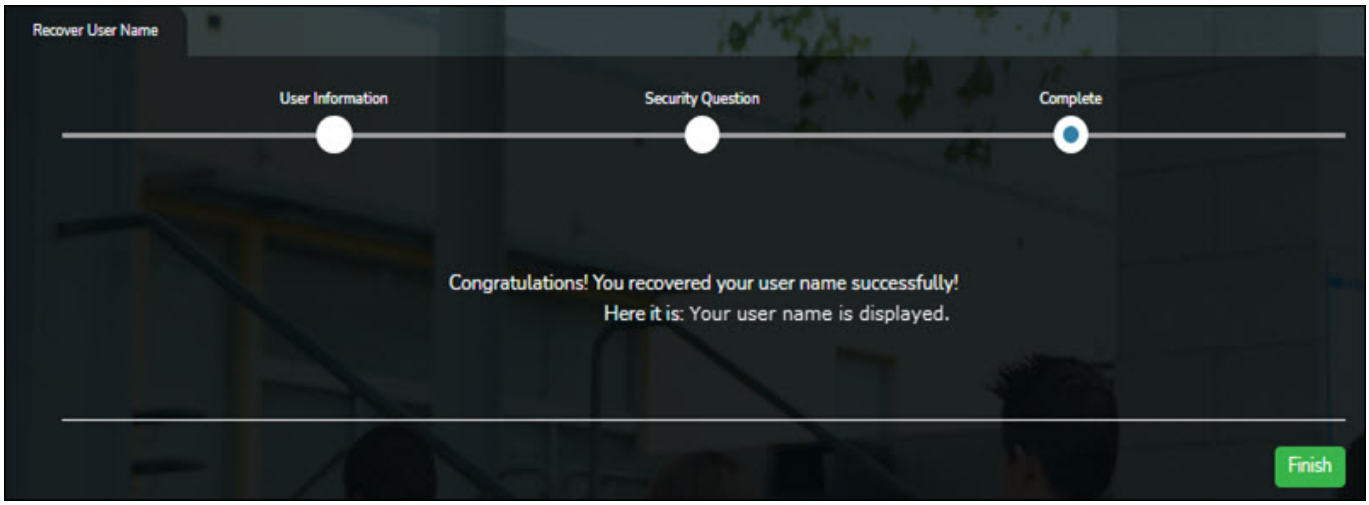
### Security Question



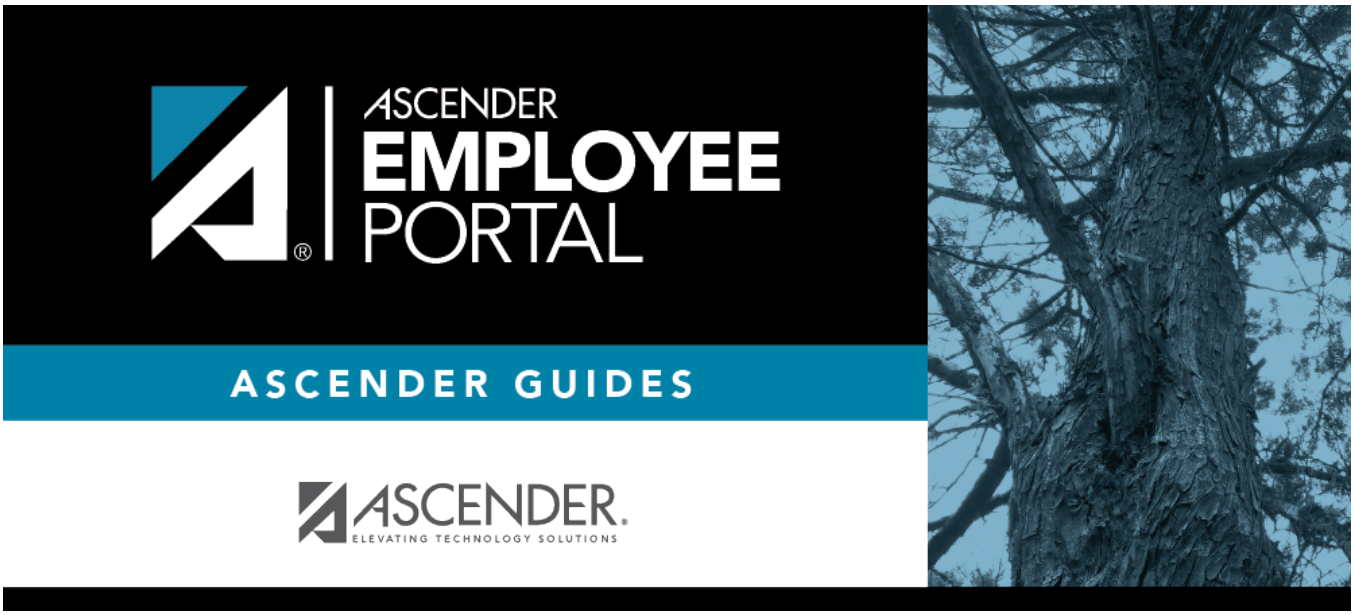

| | |
|---|---|
| **Security Question** | Type a question you will be asked in the event that you forget your password at a later date. |
| **Security Answer** | Type the answer to the security question. This is case-sensitive. |

❑ Click **Next**.

Your user name is displayed.




❑ Click **Finish**. You are redirected to the EmployeePortal Login page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