

RIDEmap

User's Guide

Table of Contents

About RIDEmap	3
Register for New Account	4
Log into RIDEmap.....	7
Forgot Your Password?	8
After Logging In.....	10
Public Links	10
State Links	11
District Links	11
School Links	12
Home Menu.....	13
Update Profile	15
Linking your Certification ID to your RIDEmap Account	16
Change Password	18
Answer Self-Service Questions	20

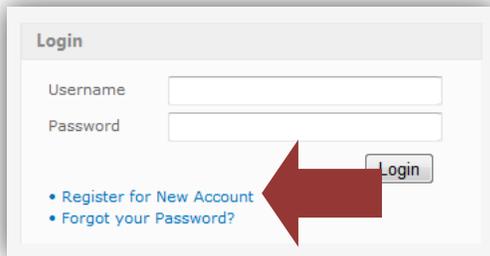
About RIDEmap

RIDEmap is a portal designed to facilitate easy access to RIDE applications utilizing a single username and password. RIDEmap is also sometimes referred to as RIDE's single sign-on system (SSO). Logging in to RIDEmap gives users access to numerous applications without having to login multiple times. Access applications through this portal as the district and school level are managed by your district SSO administrator.

Register for New Account

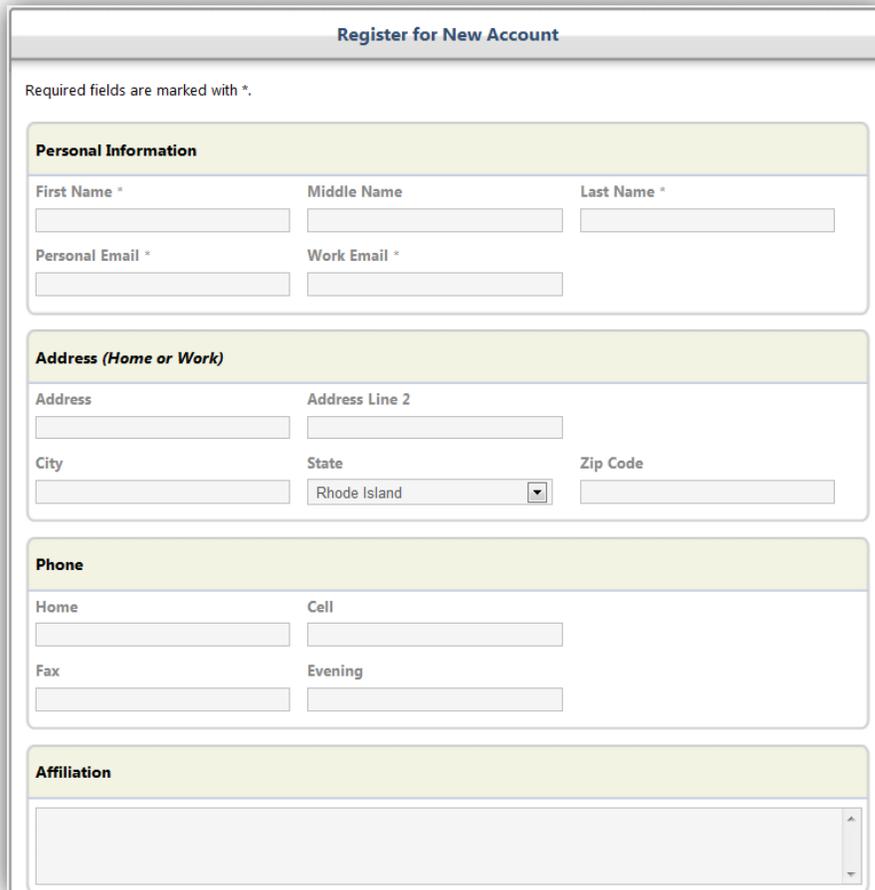
Open a web browser and go to <https://ridemap.ride.ri.gov>

If you do not have an account, click on **Register for New Account**.



The screenshot shows a 'Login' form with two input fields: 'Username' and 'Password'. Below these fields is a 'Login' button. To the left of the button, there are two links: 'Register for New Account' and 'Forgot your Password?'. A large red arrow points from the 'Login' button towards the 'Register for New Account' link.

This will bring up a sign-up page as illustrated below.



The screenshot shows the 'Register for New Account' page. At the top, it says 'Required fields are marked with *'. The page is divided into several sections:

- Personal Information:** Includes fields for First Name *, Middle Name, Last Name *, Personal Email *, and Work Email *.
- Address (Home or Work):** Includes fields for Address, Address Line 2, City, State (a dropdown menu currently showing 'Rhode Island'), and Zip Code.
- Phone:** Includes fields for Home, Cell, Fax, and Evening.
- Affiliation:** A large text area for entering affiliation information.

You will have to enter the following information:

- Personal Information

- First Name [Required]
 - Middle Name
 - Last Name [Required]
 - Personal Email [Required]
 - Work Email [Required]
- Address (Home or Work)
 - Address
 - Address Line 2
 - City
 - State
 - Zip Code
- Phone
 - Home
 - Cell
 - Fax
 - Evening
- Affiliation – use this text box to share a little about yourself and your affiliation with the Department of Education.

Registration (In order to proceed with your new account registration, you must agree to the terms of services listed below)

Confidential Information

No employee shall disclose confidential information acquired in the course of official duties or use such information outside the duties of their position. There are legitimate concerns that information and other data be maintained at the highest level of security. The safeguarding of the data from inappropriate use is essential.

I agree to these terms *

CAPTCHA (Please input characters from image below into the Text Box provided)



Generate New Image

Listen to Audio

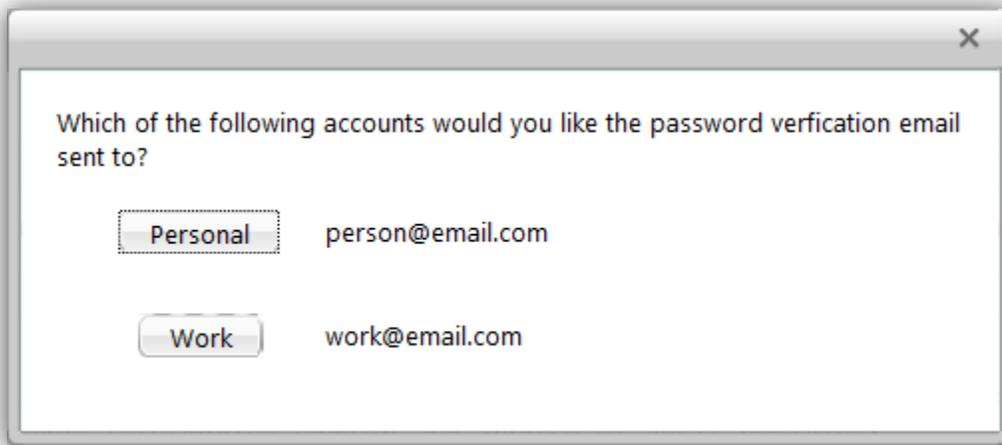
*

- Registration Terms – you have to check this box before you can create your account.

- CAPTCHA – please enter the characters you see in the image. This is for security reasons.

Click on **Create Account** to complete the registration process.

At this time, the system will prompt you to select the email address that will be used to send your registration verification email.



Which of the following accounts would you like the password verification email sent to?

Personal person@email.com

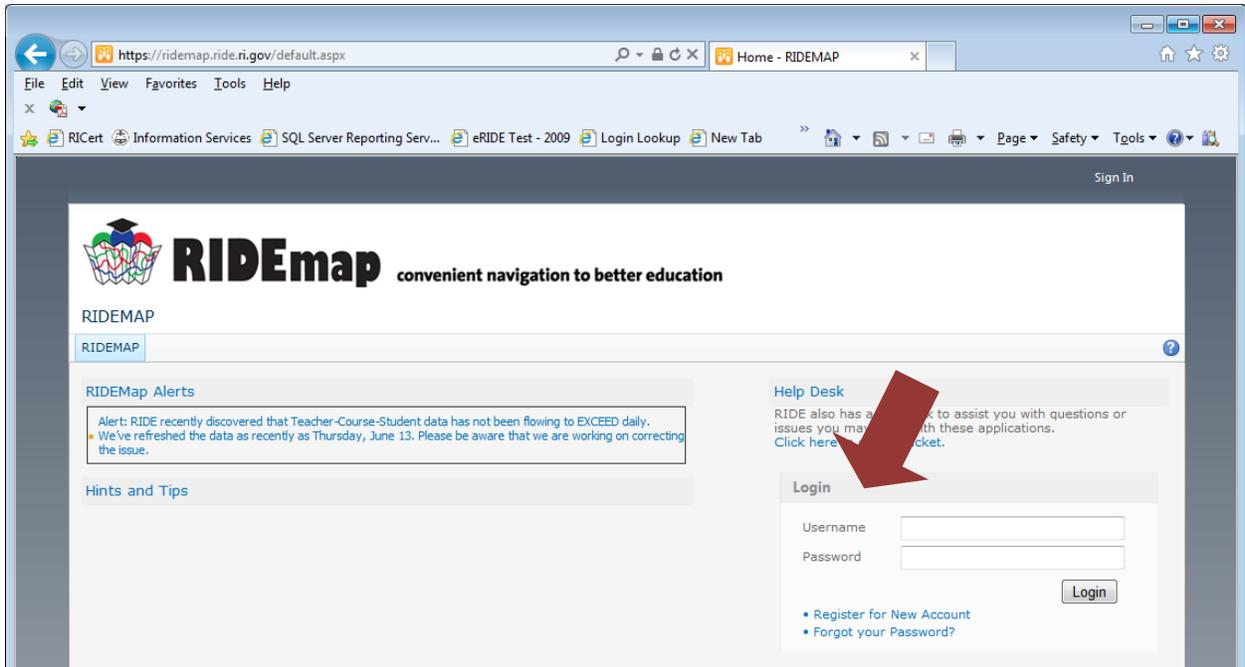
Work work@email.com

Once you receive the registration verification email, follow the instructions detailed in the email.

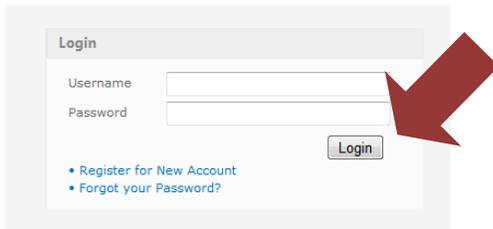
Log into RIDEmap

To log into the RIDEmap portal, point your web browser to <https://ridemap.ride.ri.gov/>

Locate the area titled **Login**



Enter your **Username** and **Password** and hit **return** or click on **Login**.



Once you successfully log in, you will be re-directed back to your RIDEmap homepage with links to RIDE applications. More information about these links will be covered in *After Logging In* section of this document.



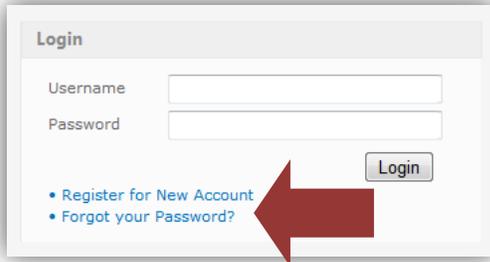
If do not have an account with the RIDEmap portal, please click on **Register for New Account**.



If you do not remember your password, please click on **Forgot your Password?**

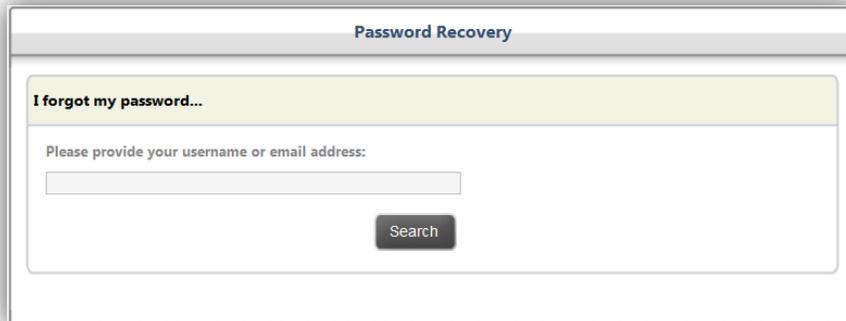
Forgot Your Password?

If you have forgotten your password, click on **Forgot your Password?** Link.



The screenshot shows a 'Login' form with two input fields: 'Username' and 'Password'. Below the fields is a 'Login' button. To the left of the 'Login' button, there are two links: 'Register for New Account' and 'Forgot your Password?'. A large red arrow points from the 'Forgot your Password?' link towards the left.

This will bring up the **Password Recovery** page. Enter your username or email address and then click on the **Search** button.



The screenshot shows the 'Password Recovery' page. At the top, it says 'Password Recovery'. Below that, there is a section titled 'I forgot my password...'. Underneath, it says 'Please provide your username or email address:' followed by an input field. Below the input field is a 'Search' button.

You will then be asked to enter your answer to your secret question. Refer to [Answer Self-Service Questions](#) for more information on how to add your secret answers.

Password Recovery

Account Self-Service Verification

*Upon successful verification of your identity, a new temporary password will be sent to your previously registered email address.
Use the link provided in the email message to select a new password and activate your account.*

To verify your identity, please provide your previously shared response to the following self-service account identity confirmation question:

Question: **What was your childhood nickname?**

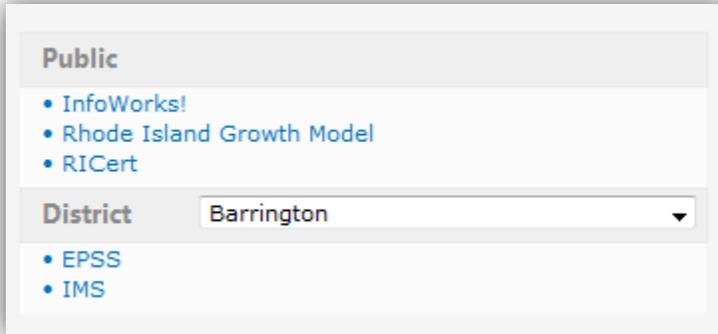
Answer:

Continue

Hit **Continue** and select the email address you would like your new password to be sent to.

After Logging In

After logging in to RIDEmap, you will now have access to a list of applications as illustrated below.



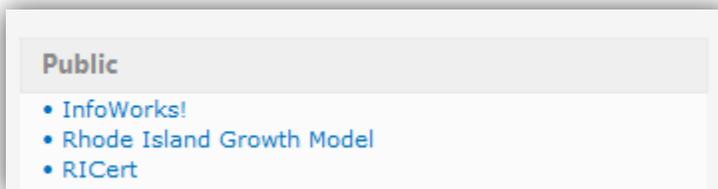
There are four categories of applications:

- Public links – these are links made available to all users that login to RIDEmap
- State links – these are links only made available to users who have access to applications at the state level. These are typically state employees at the Department of Education.
- District links – these are links only made available to users who have access to applications at the district level. These links are for district level users such as district superintendents.
- School links – these are links only made available to users who have access to applications at the school level. These links are for school level users such as principals and teachers.

Public Links

Public links are those made available to all users that login to RIDEmap portal. Clicking on any of these links will direct you to the application away from the RIDEmap portal.

In the illustration below, this user has access to public links called InfoWorks!, Rhode Island Growth Model and RICert.

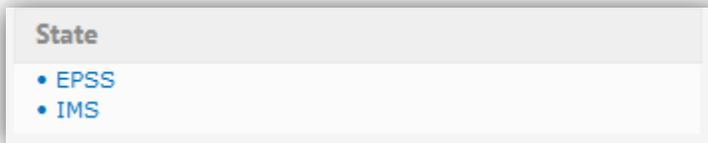


State Links

State links are those made available to users who have access to applications at the state level. Only state administrators can grant other users access to a state-level application. Please contact your administrator if you do not see an application link that you should have access to at

<http://support.ride.ri.gov/>

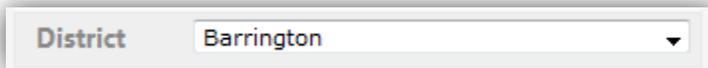
In the illustration below, the user has been granted access to two state links.



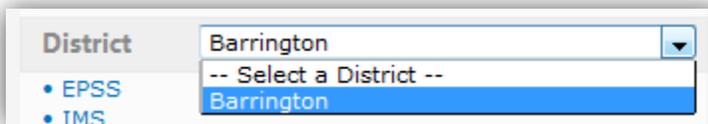
Click on the link to access the application. At this time, you will leave the RIDEmap portal.

District Links

District links are only made available to users who have access to applications at the district level. If you have access to a district link, the following drop-down will appear.



The drop-down will contain a list of districts in which you have access to applications. In the illustration below, the user only has access to one district – Barrington.



Click on the district name to view the applications you have access to. In the illustration below, this user has access to two applications.

District: Barrington

- EPSS
- IMS

Click on the link to access the application. At this time, you will leave the RIDEmap portal.

School Links

School links are only made available to users who have access to applications at the school level. In order to access school links, you will have to select the district the school belongs to. For example the user selected under **District Links** only has access to one district – Barrington. Once the user selects this district, the page updates to show a school drop-down. This drop-down will include a list of all schools with applications this user has access to.

District: Barrington

School: Barrington High School

- IMS

In the illustration below, this user only has access to one school – Barrington High School.

School: Barrington High School

- IMS

Click on the school name to list all the applications.

District: Barrington

School: Barrington High School

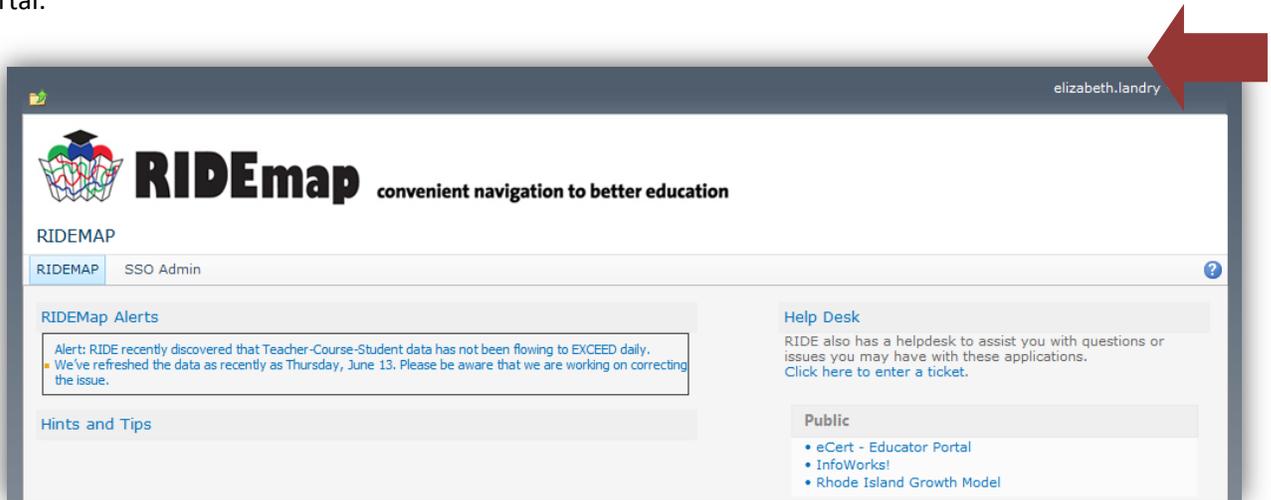
- IMS

Click on the link to access the application. At this time, you will leave the RIDEmap portal.

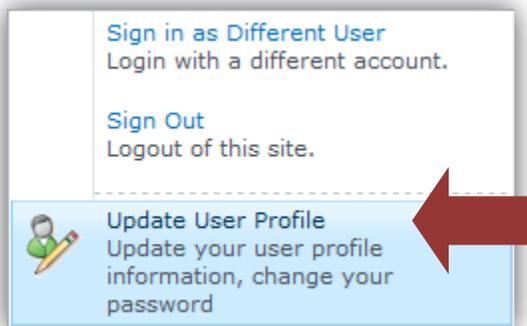
Home Menu

The Home menu allows you to manage your profile – update your information, change your password and answer your secret questions. The Home menu is only available to users who have successfully logged in.

To access your Home menu, click on your name, located in the top-right hand corner of the RIDEmap portal.



Click on **Update User Profile**.



This will open up your Home Menu as illustrated below.

Main Menu

-  Update Profile
-  Change Password
-  Answer Self-Service Questions

Update Profile

This allows you to update your information should any of it have changed since the time of registration. This is also where you will link your certification ID to your RIDemap account if you are a RI certified educator.



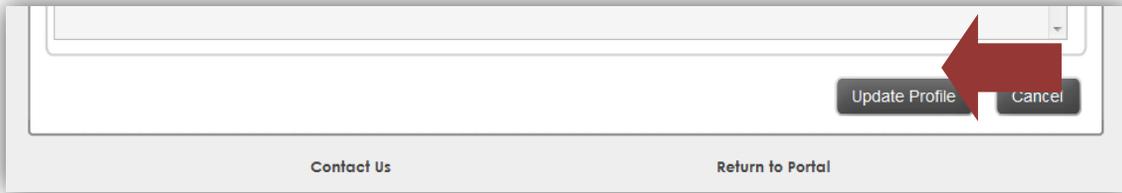
Some users may see a message stating *“As this is trusted domain account, the account information displayed below may only be updated in the trusted AD. Please contact your administrator for additional information.”* This message indicates that your information cannot be updated from the RIDemap portal. Please contact <http://support.ride.ri.gov/> to have your information changed.

The screenshot shows a web browser window displaying the 'Update Profile' page on the RIDemap website. The browser's address bar shows the URL <https://sso.ride.ri.gov/UserRegistration/USERUpdateProfile.aspx>. The page header includes the RIDemap logo and the tagline 'convenient navigation to better education', along with the user's name 'elizabeth.landry' and links for 'Help' and 'Logout'. The main content area is titled 'Update Profile' and contains a form with the following sections:

- Personal Information:** Includes fields for 'User Name' (elizabeth.landry), 'Educator Certification ID' (with a link to 'Add Certification ID'), 'First Name *' (Elizabeth), 'Middle Name', 'Last Name *' (Landry), 'Personal Email *' (efino_99@yahoo.com), and 'Work Email *' (efino_99@yahoo.com).
- Address (Home or Work):** Includes fields for 'Address', 'Address Line 2', 'City', 'State' (a dropdown menu currently showing 'Rhode Island'), and 'Zip Code'.
- Phone:** Includes fields for 'Home', 'Cell', 'Fax', and 'Evening'.

Required fields are marked with an asterisk (*). The browser's taskbar shows several open applications, including 'RICert', 'Information Services', 'SQL Server Reporting Serv...', 'eRIDE Test - 2009', and 'Login Lookup'.

From the screen above, you may edit your profile information. Once you are done editing, click on the **Update Profile** button.

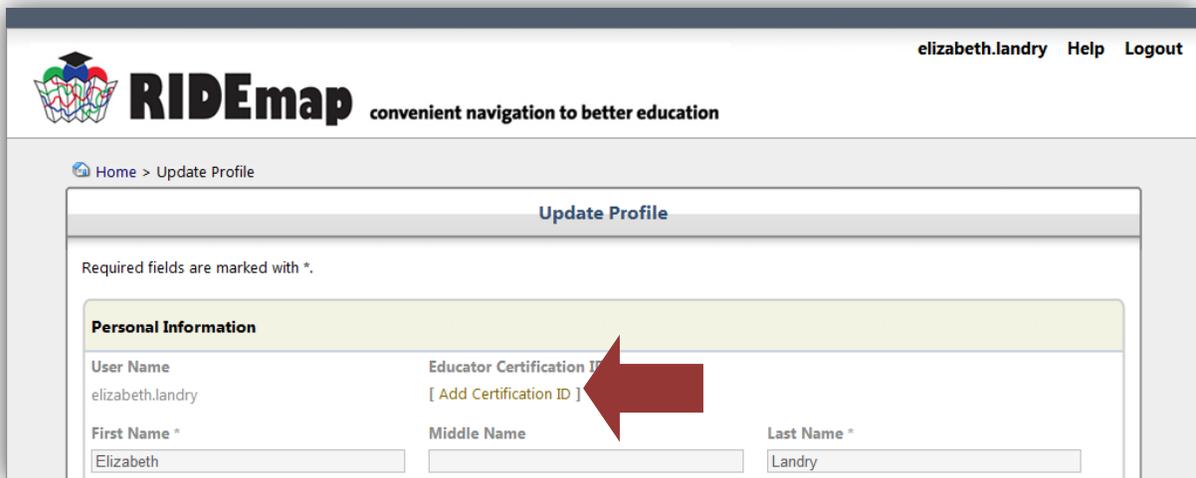


Linking your Certification ID to your RIDEmap Account

If you are a RI certified educator, your RIDEmap account will need to be linked to your Certification ID so that you can access applications such as eCert which holds your RI certification data.

From the **Update Profile**, click on the **Add Certificaton ID** link.

[For help on getting to the Update Profile screen, please go to the previous section.]



Enter your RIDEmap login name, password, certification ID and the last four digits of your SSN and click on **Submit**. This information is necessary so that we can verify your identity in both RIDEmap and in the certification database in order to link the two systems. This process will only ever need to be completed

one time.

Verify Information for linking Certification ID with my SSO User Profile

RIDEmap Login Name:

RIDEmap Password

Certification ID: [If you do not know your Certification ID, please click here.](#)

Last Four Digits of SSN:

Change Password

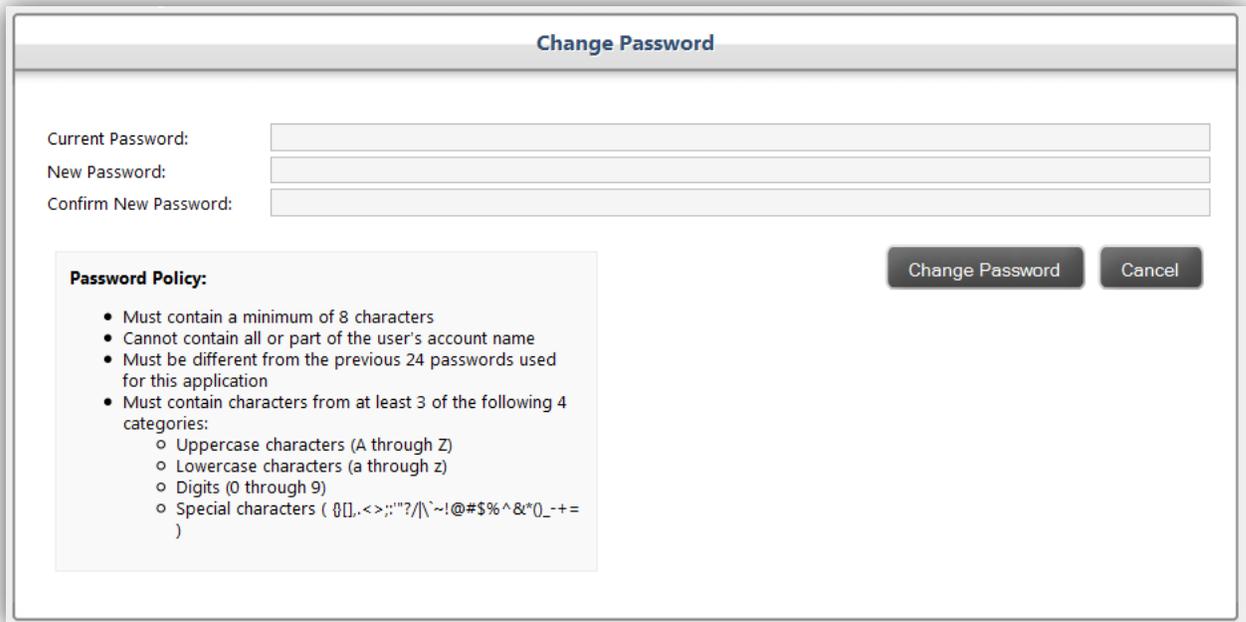
From the *Home Menu*, click on the **Change Password** link.

[For help on getting to the Home Menu, go to the [Home Menu](#) section of this document.]



The screenshot shows a 'Main Menu' window with three items listed: 'Update Profile', 'Change Password', and 'Answer Self-Service Questions'. Each item is preceded by a small icon of a person with a gear.

You can use this option if you would like to change your password. Enter your current password, your new password and confirm the new password.



The screenshot shows a 'Change Password' form. It has three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. Below the fields is a 'Password Policy' section with a list of requirements. To the right of the policy are two buttons: 'Change Password' and 'Cancel'.

Current Password:

New Password:

Confirm New Password:

Password Policy:

- Must contain a minimum of 8 characters
- Cannot contain all or part of the user's account name
- Must be different from the previous 24 passwords used for this application
- Must contain characters from at least 3 of the following 4 categories:
 - Uppercase characters (A through Z)
 - Lowercase characters (a through z)
 - Digits (0 through 9)
 - Special characters ([] . < > ; ' " ? / \ ` ~ ! @ # \$ % ^ & * () _ + =)

Change Password **Cancel**



Some users may see a message stating *“As this is trusted domain account, your password may only be updated in the trusted AD. Please contact your administrator for additional information.”* This message indicates that your password cannot be changed within

RIDEmap. Please contact <http://support.ride.ri.gov/> to have your password changed.

Password Policy

Your password will have to conform to the following policy:

- Must contain a minimum of 8 characters
- Cannot contain all or part of the user's account name
- Must be different from the previous 24 passwords used for this application
- Must contain characters from at least 3 of the following 4 categories:
 - Uppercase characters (A through Z)
 - Lowercase characters (a through z)
 - Digits (0 through 9)
 - Special characters ({ } [], . < > ; : " ' ? / | \ ` ~ ! @ # \$ % ^ & * () _ - + =)

Answer Self-Service Questions

These questions and answers will be used during the verification process should one ever forget their password or require account re-activation. You are required to answer three questions.

Answer Self-Service Questions

These questions and answers will be used during the verification process should you ever forget your password or require account re-activation.

Security Questions & Answers

Question	Answer	Delete
What was your childhood nickname? <input type="text"/>	<input type="text"/>	<input type="button" value="✖"/>
What is the name of a college you applied to but didn't attend? <input type="text"/>	<input type="text"/>	<input type="button" value="✖"/>
What was your first pet's name? <input type="text"/>	<input type="text"/>	<input type="button" value="✖"/>

Hit **Save Answers** to update your answers.