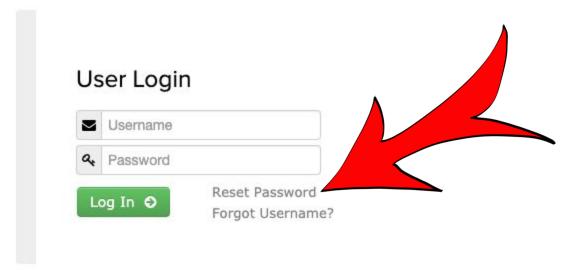
FIRST TIME LOGIN AND PASSWORD



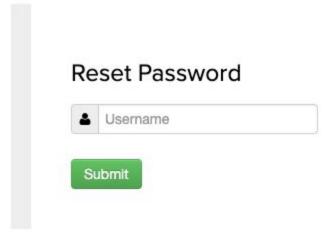
The first time you log into the GoPD platform, you will need to reset your password make sure you have your email open as well because you will be emailed a notification. Follow these steps:

First navigate through your browser to www.sausd.us/GoPD and click on "login" in the upper left hand corner.

This will take you to a screen asking you to log in, but since this is your first time, you will need to click on "Reset Password"



When you click on "Reset Password," you will be taken to a screen that asks you for your username.



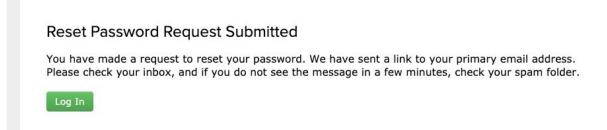
FIRST TIME LOGIN AND PASSWORD



Enter your complete sausd.us email address and press "Submit." Do not use any other email address.

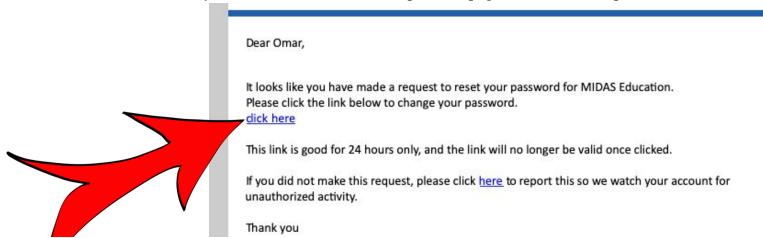
۵	firstname.lastname@sausd.us
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You should see a message like this, if so, check your email:



NOTE: If you see a message like this instead are not registered as an employee at SAUSD. please contact <u>laura.moore@sausd.us</u> so we can troubleshoot.

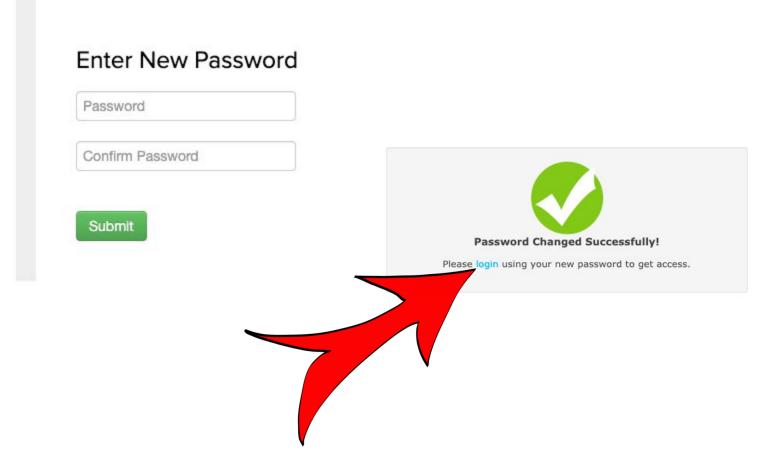
In your email you should find a message from Midas Education that looks like this. Click on the link that reads "click here" and your browser should come up with a page to create a new password.



FIRST TIME LOGIN AND PASSWORD



Enter a new password and then enter the same password again. Then press "Submit." You should see a screen that confirms your new password. Click on the "login" button or go to sausd.midaseducation.com/login.php to log into GoPD



Now log in with your complete username (full email address) and the password you just created

