



# Accessing Schoolnet from ISEE Quick Reference Card

## Accessing Schoolnet from ISEE

Learn how to access Schoolnet from the Idaho System for Educational Excellent (ISEE) website.

## Access Schoolnet

Access the ISEE website to locate the sign in page for Schoolnet.

1. In a browser, navigate to <http://www.sde.idaho.gov/>
2. On the SDE home page, in the Top Topics section, click **I.S.E.E.**
3. On the I.S.E.E. page, click **Access Schoolnet**



4. From the Organization menu, choose your organization and select **Continue to Sign In**
5. On the Log On page, enter your sign in credentials, then click **Sign In** (or **Log On**, depending on your organization)

If you selected "Other" as your organization and you do not have an ISEE account set up, then see the section "Register an Account" in this document.

6. Click the Schoolnet link at the bottom of the page

## Register an ISEE Account

If you are an employee of an organization other than the SDE, the Meridian district, and the Sugar-Salem district, and you do not already have an ISEE account set up, then follow the steps below to create an account.

1. In a browser, navigate to <http://www.sde.idaho.gov/site/isee/>
2. On the I.S.E.E. page, click **ISEE Portal**
3. From the Organization menu, choose **Other**
4. Click **Continue to Sign In**
5. On the Log On page, click **Registration**
6. On the Register page, enter your email address, name, organization, and a password in the fields provided

You must register with you official organizational email address.

You must select your primary district/organization. Start typing provider and

Passwords must meet the following complexity requirements:

- o Must be a minimum of 6 characters
- o Cannot contain 3 or more consecutive characters from your Email
- o Must contain three of the following elements:
  - Uppercase letter, lowercase letter, digit, symbol (#,\$,&,ect..)

Email

Name

Organization

Password

7. In the Security Words box, enter the security words and then click **Register**

A verification email will be sent to your email address. Click the link in the email to activate your account.

## Forgot Your Password?

If you are an employee of the SDE, the Meridian district, or the Sugar-Salem district, and you have trouble signing in, contact your district or state administrator.

If you are a member of a different organization, then follow the steps below to recover your password.

1. In a browser, navigate to <http://www.sde.idaho.gov/site/isee/>
2. On the I.S.E.E. page, click **ISEE Portal**
3. From the Organization menu, choose **Other**
4. Click **Continue to Sign In**
5. On the Log On page, click **lost your password**
6. On the Request New Password page, enter your email address in the Email field
7. In the Security words field, enter the security words
8. Click **Request New Password**