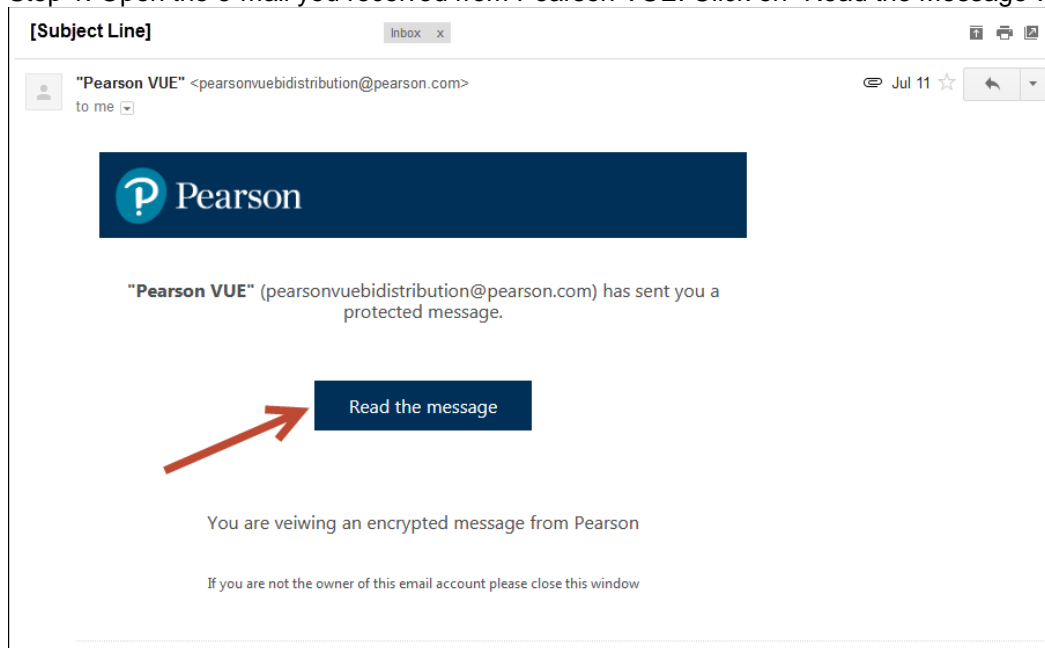


Below are the highlights of the changes:

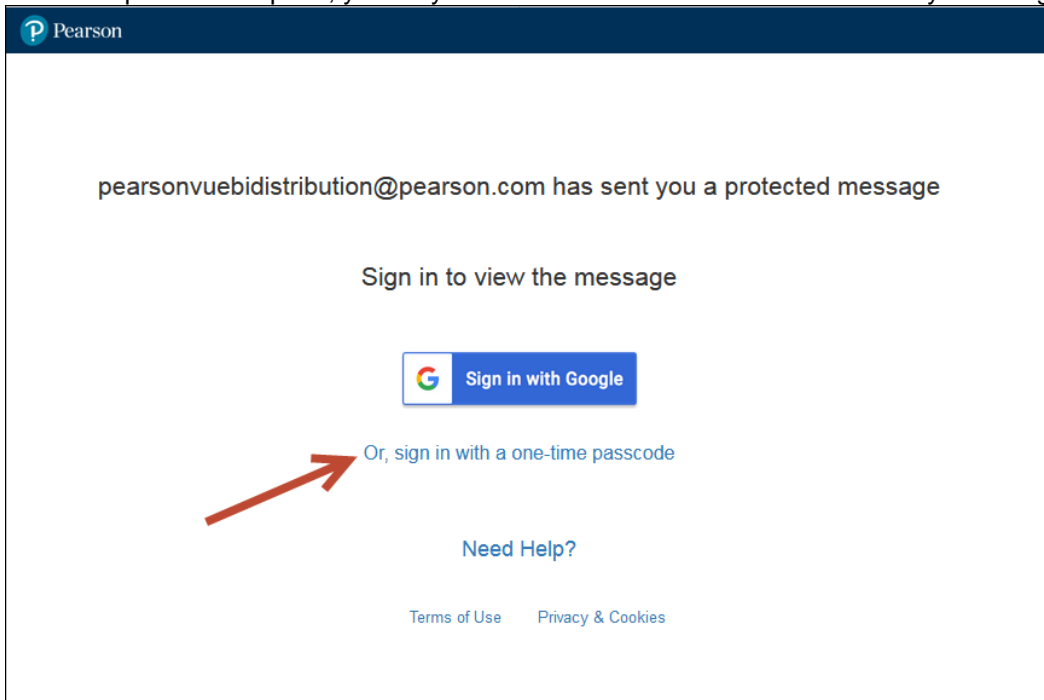
- User no longer needs a username and password
- User can link Google mail OR use a one-time passcode to access their report
  - **\*NOTE - if user chooses one-time passcode to access report, once the passcode is emailed user will only have 15 minutes to enter it or they will have to request a new one**
  - They will not need to remember this code for the next quarter as they will be asked to request a passcode again to access the report.
  - The reports will be available for **7 days**
  - **Going forward reports will be available for an indefinite period of time as long as they are accessed in the initial 7 day period**

## How to Access Encrypted Reports

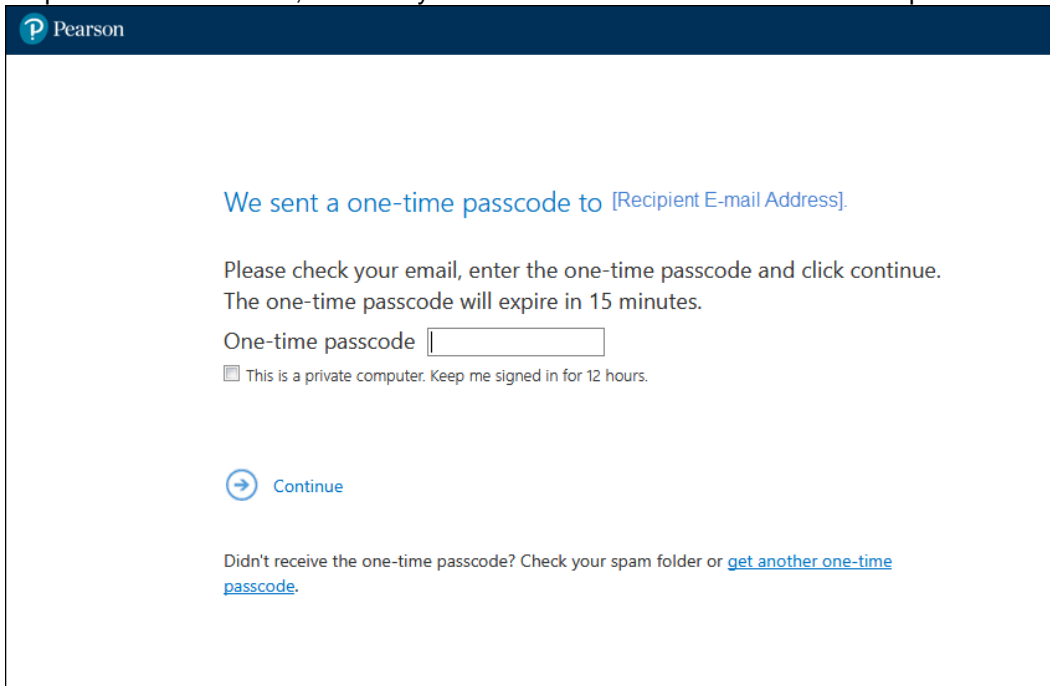
Step 1: Open the e-mail you received from Pearson VUE. Click on "Read the Message".



Step 2: Click on the link for the one-time passcode. Note: While these instructions will focus on the path for the "one-time passcode" option, you may also choose to connect this service with your Google login.

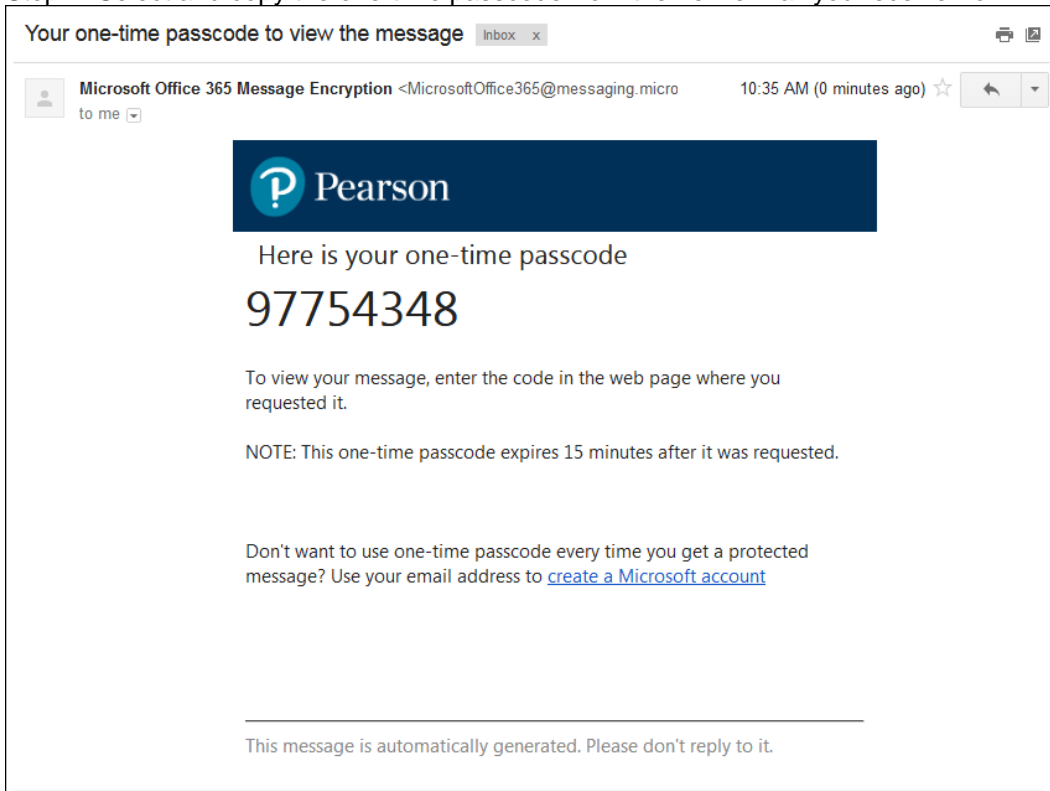


Step 3: From this screen, return to your e-mail inbox to retrieve the one-time passcode.



The screenshot shows a Pearson login page. At the top left is the Pearson logo. The main content area has a blue heading: "We sent a one-time passcode to [Recipient E-mail Address]". Below this, it says "Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes." There is a text input field for the "One-time passcode". Below the input field is a checkbox labeled "This is a private computer. Keep me signed in for 12 hours." At the bottom left is a blue "Continue" button with a right-pointing arrow. At the bottom center, there is a link: "Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#)."

Step 4: Select and copy the one-time passcode from the new e-mail you receive from Microsoft.



The screenshot shows an email inbox. The selected message is titled "Your one-time passcode to view the message" and is from "Microsoft Office 365 Message Encryption" with the email address "<MicrosoftOffice365@messaging.micro>". The time is "10:35 AM (0 minutes ago)". The email content features the Pearson logo at the top, followed by the text "Here is your one-time passcode" and the large number "97754348". Below the number, it says "To view your message, enter the code in the web page where you requested it." and "NOTE: This one-time passcode expires 15 minutes after it was requested." At the bottom, there is a link: "Don't want to use one-time passcode every time you get a protected message? Use your email address to [create a Microsoft account](#)". At the very bottom, a footer note states: "This message is automatically generated. Please don't reply to it."

Step 5: Return to the passcode entry screen in your browser and paste the code in the box. Click Continue.


P Pearson

We sent a one-time passcode to [Recipient E-mail Address].

Please check your email, enter the one-time passcode and click continue.  
The one-time passcode will expire in 15 minutes.

One-time passcode

This is a private computer. Keep me signed in for 12 hours.


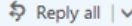
 Continue

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

Step 6: The e-mail displays with the attached file.


P Pearson [Recipient E-mail Address] Sign Out

**[Subject Line]**

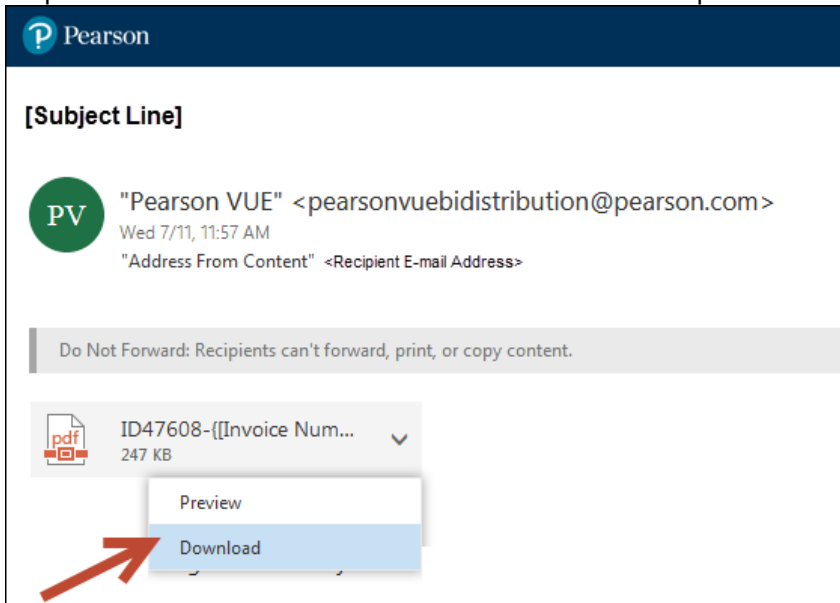
 "Pearson VUE" <pearsonvuebidistribution@pearson.com>  Reply all | v

Wed 7/11, 11:57 AM  
"Address From Content" <Recipient E-mail Address>

Do Not Forward: Recipients can't forward, print, or copy content.

 ID47608-[[Invoice Num... 247 KB v

Step 7: Click on the attachment and select the Download option.



Step 8: Log out.

