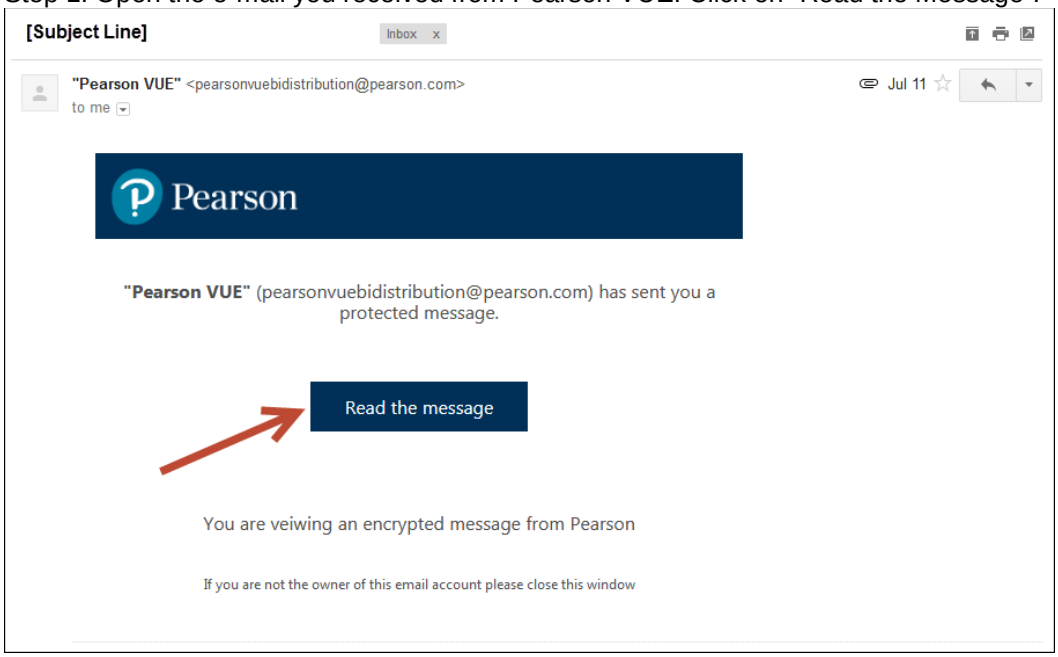
Below are the highlights of the changes:

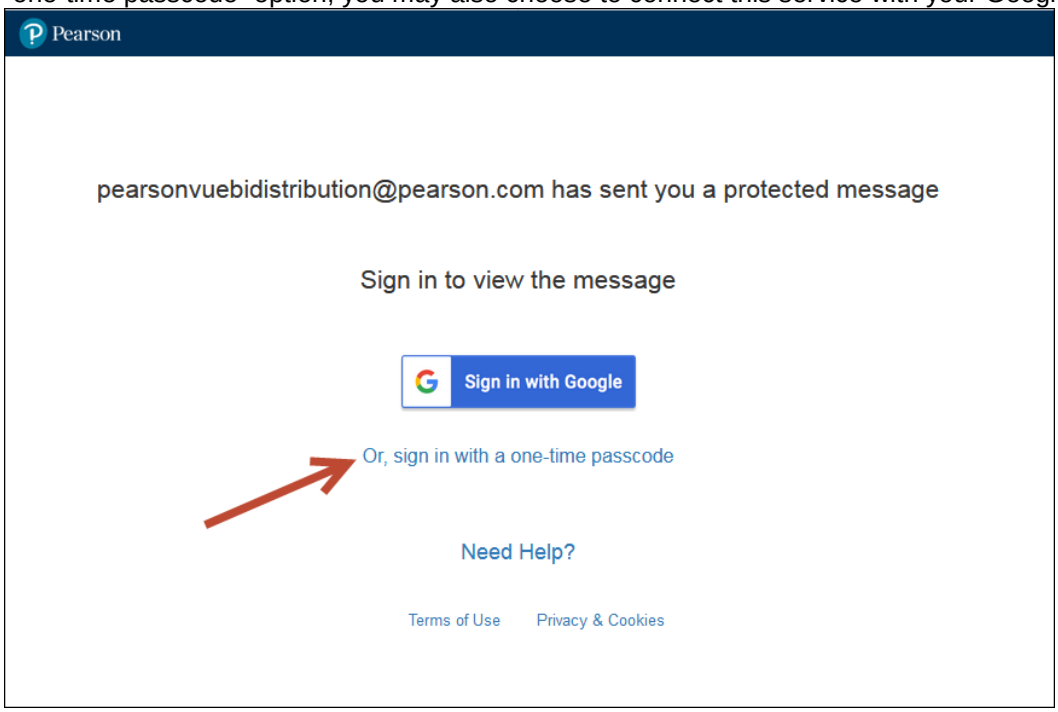
- User no longer needs a username and password
- User can link Google mail OR use a one-time passcode to access their report
  - ***NOTE - if user chooses one-time passcode to access report, once the passcode is emailed user will only have 15 minutes to enter it or they will have to request a new one**
  - 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

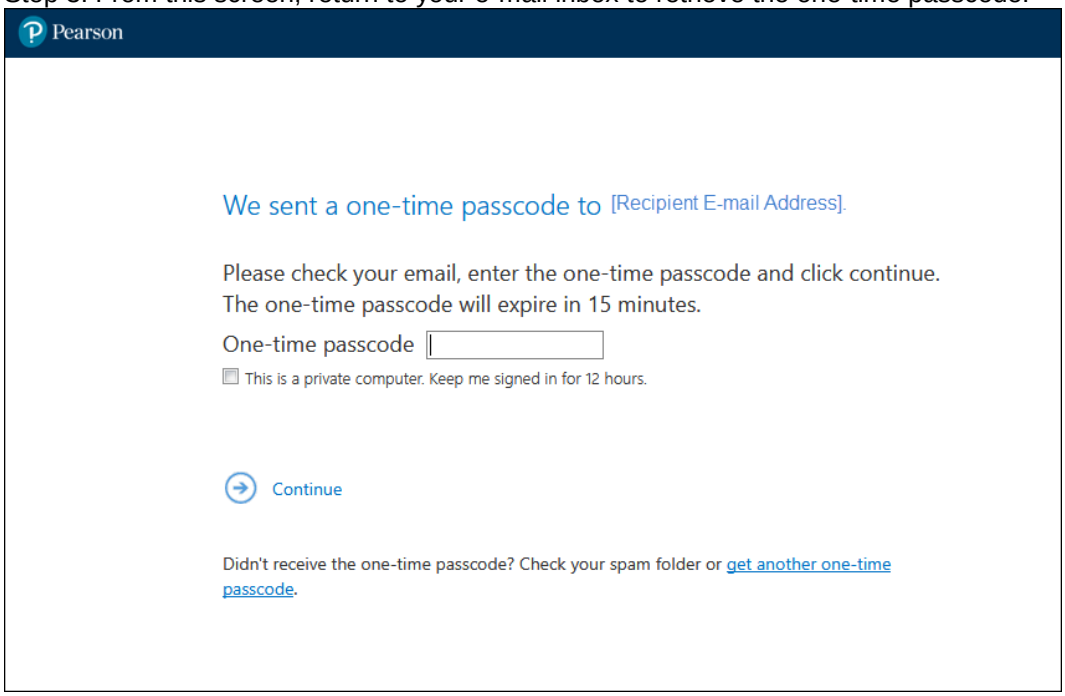
Step 1: Open the e-mail you received from Pearson VUE. Click on “Read the Message”.



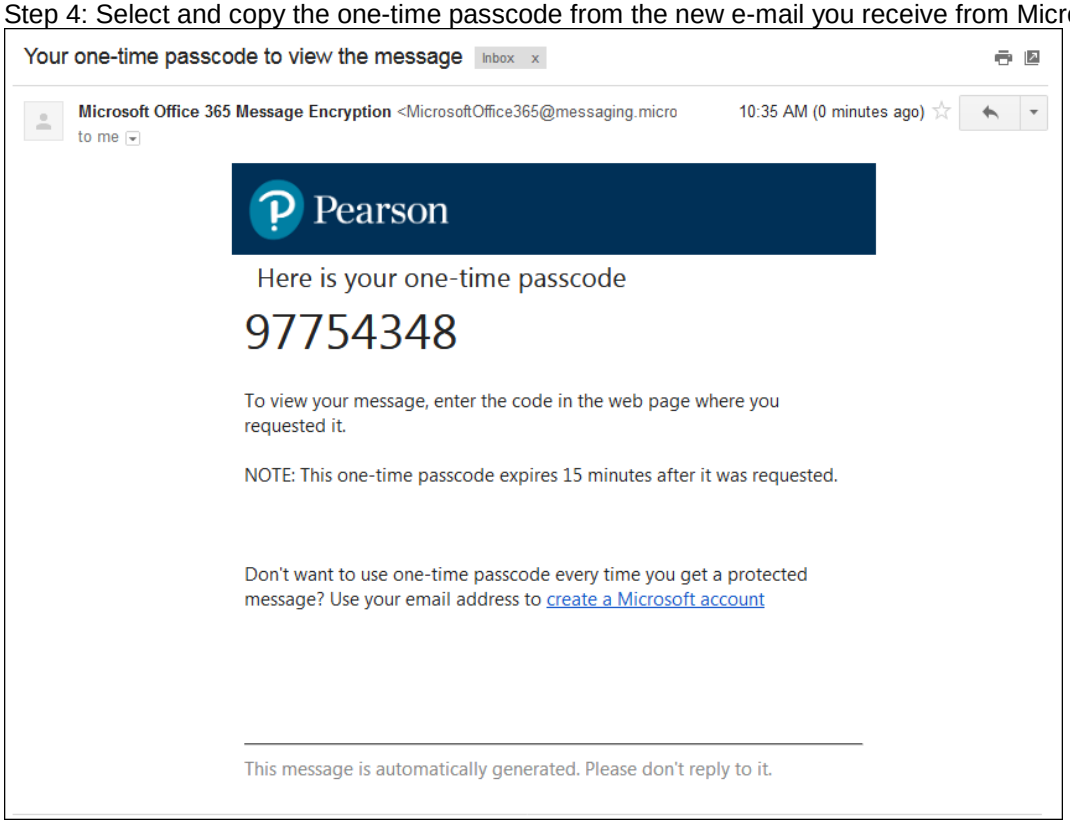
Step 2: Click on the link for the one-time passcode. Note: While these instructions will focus on the path for the “one-time passcode” option, you may also choose to connect this service with your Google login.



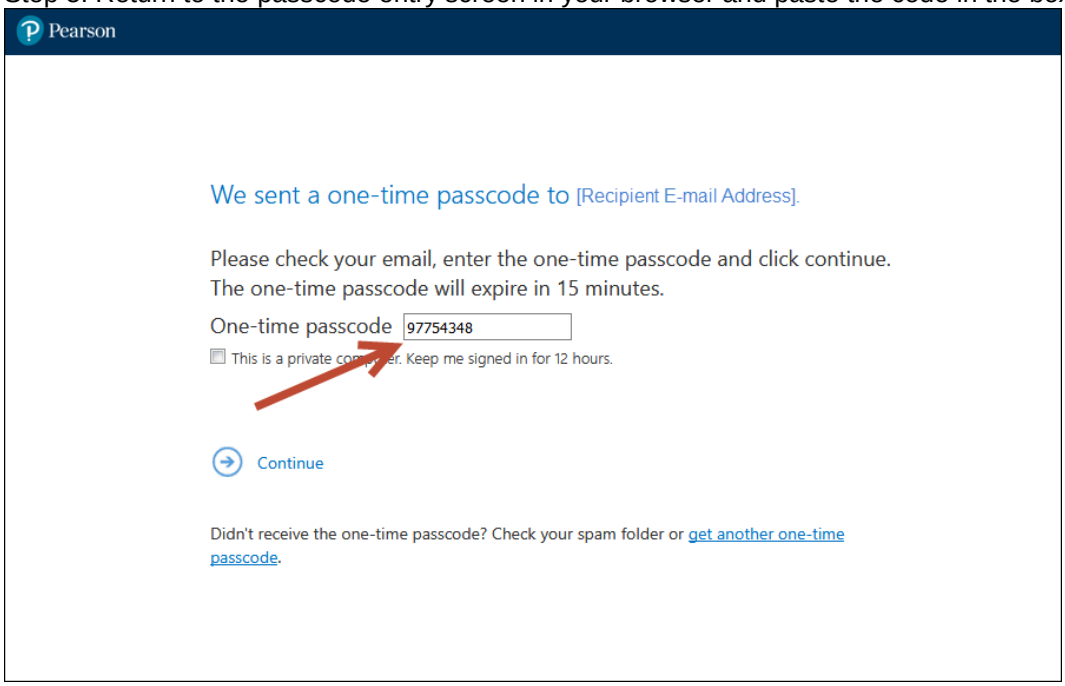
Step 3: From this screen, return to your e-mail inbox to retrieve the one-time passcode.



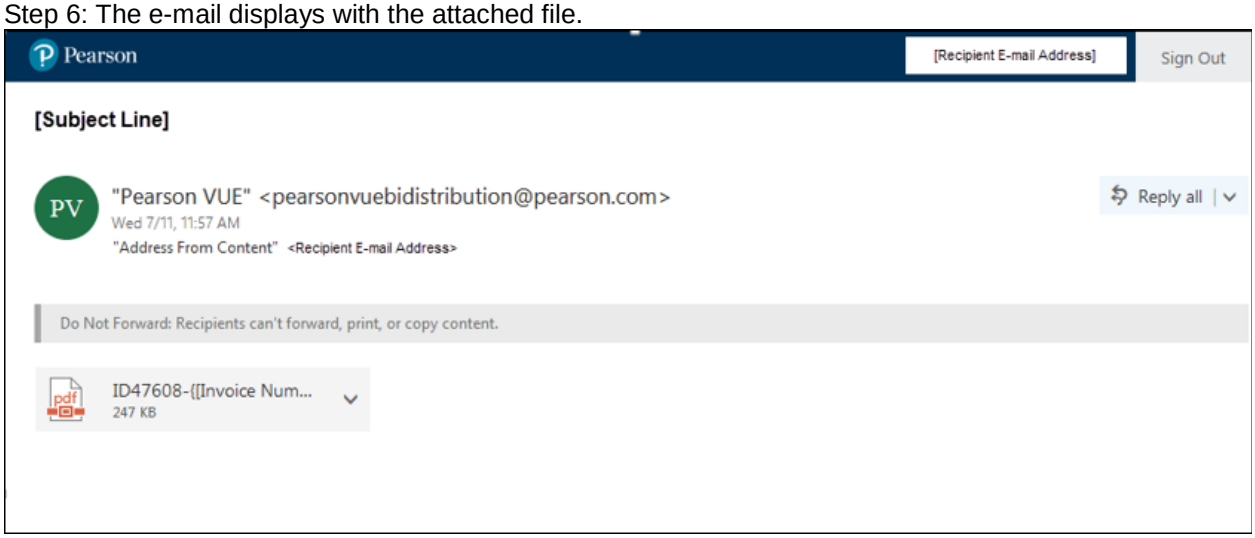
Step 4: Select and copy the one-time passcode from the new e-mail you receive from Microsoft.



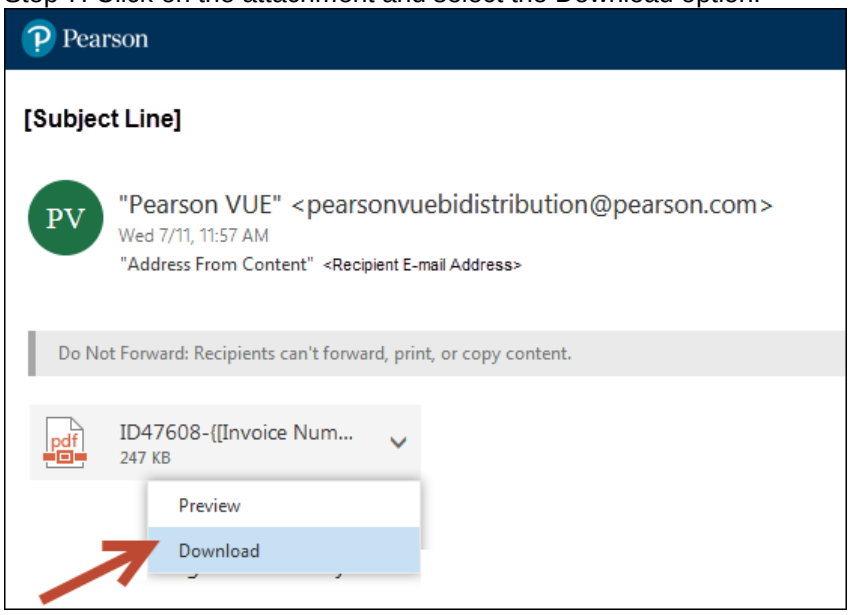
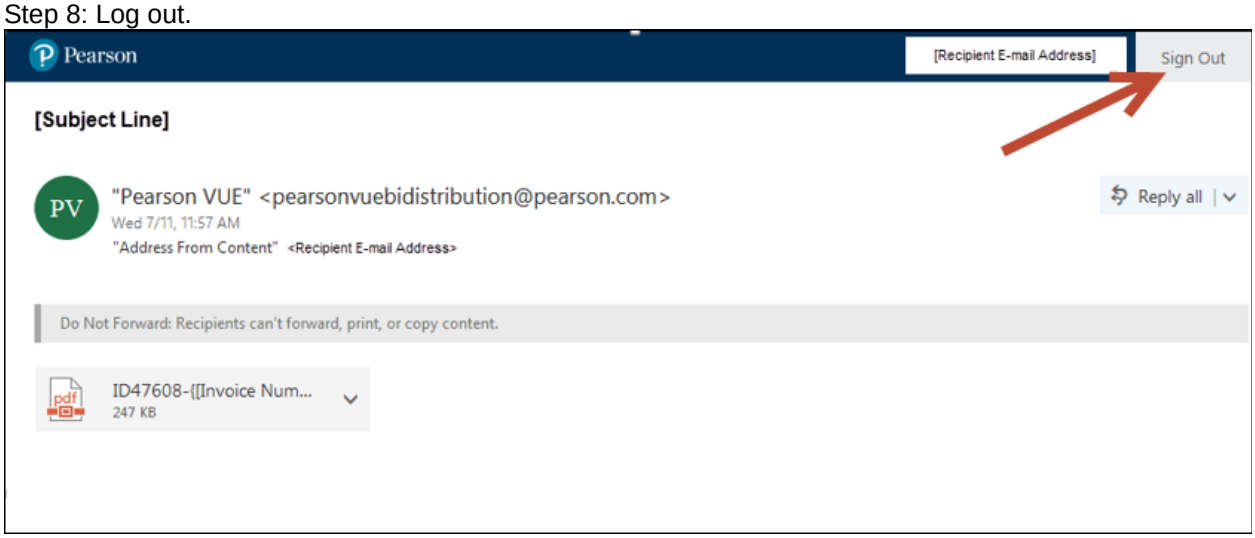
Step 5: Return to the passcode entry screen in your browser and paste the code in the box. Click Continue.



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



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



Step 8: Log out.