TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

SCOTT WAHL CHIEF OF POLICE

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Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.

CAD SELF-SERVICE PASSWORD RESET WEB APPLICATION

I. <u>PURPOSE</u>

To provide instruction on the new self-service password reset web interface for I/NetViewer and/or MPS.

II. SCOPE

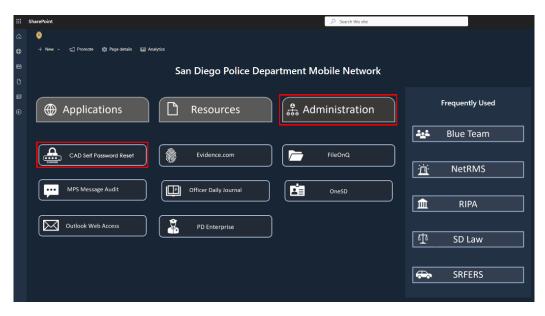
This Training Bulletin applies to all Department personnel.

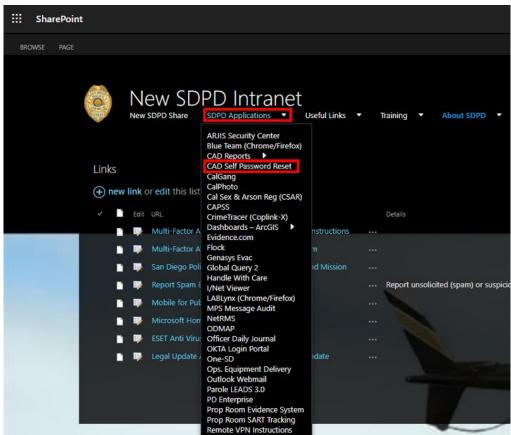
V. <u>PROCEDURES</u>

Effective immediately, employees may reset their password for I/NetViewer and/or MPS by visiting the "CAD Password Reset Application" at:

(Redacted – record exempt)

You can find a shortcut to this application on the MCT page ("Administration" tab) and under "SDPD Applications" on the New SDPD Intranet.

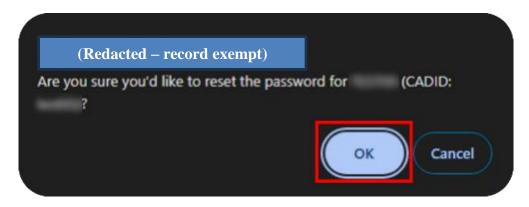




Enter your LAN ID (or the username you use to login to your computer) and your CAD ID (or your 4-digit PDID) into the appropriate fields before clicking the "RESET PASSWORD" button.

Your CAD username and password are used to log in to the following applications:			
 Mobile for Public Safety (MPS) I/NetViewer I/Informer I/Dispatcher To reset your password for (all) these applications, enter your PDLAN username and CAD username (PDID) before clicking the [Reset Password] button.			
username (FDID) before clicking the [Reset Fassword] button.			
LAN ID:	Example: Jdoe	CAD ID:	Example: 1234
RESET PASSWORD			

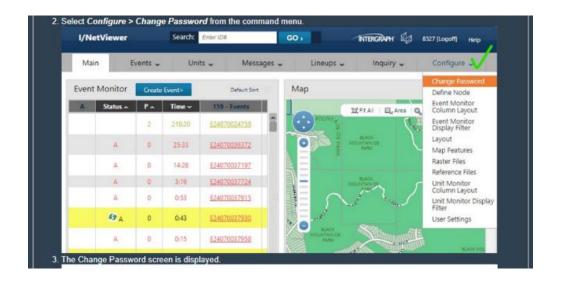
You will be prompted to confirm your entry before continuing.



Your password will be reset to "(**Redacted – record exempt**)" (all capital letters).

Instructions will then appear on-screen which will cover changing your password in both I/NetViewer and MPS.





If you are still having trouble logging in, or are receiving a different error message, please reach out to the SDPD Help Desk at (**Redacted – record exempt**) or (**Redacted – record exempt**)