

BEST PRACTICES – Claim System

Passwords:

The claim system limits password attempts to three (3). Be sure to keep track of your password to avoid being locked out for incorrect attempts. Contact OSN to have password reset at macklin_s@cde.state.co.us or otey_j@cde.state.co.us.

You will be required to change your password periodically. Be sure to keep track of this change.

Do NOT confuse your claim system password with your Direct Certification password. These passwords are not the same and cannot be used interchangeably.