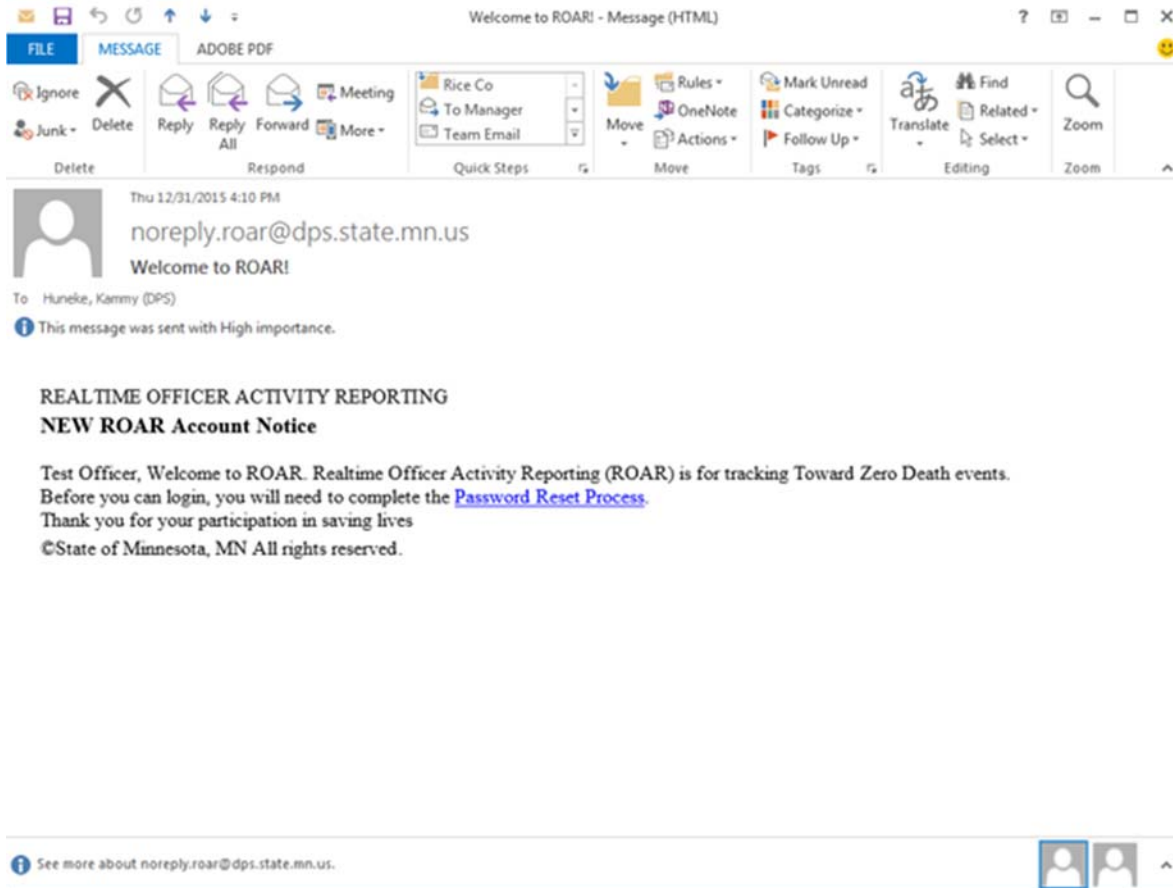


ROAR USERNAME AND PASSWORD GUIDE

1. When a ROAR account has been created for you, you will receive a welcome email. Click the Password Reset Process link. *If you have not received this email or have deleted it, click on the Forgot Password link on the ROAR main page: <https://app.dps.mn.gov/roar>*



2. Enter the required information and click the Submit Request button

A screenshot of the "REALTIME OFFICER ACTIVITY REPORTING" web application. The page title is "REALTIME OFFICER ACTIVITY REPORTING" and the user is logged in as "Welcome Kammy" on "12/31/2015 16:20:4". The main heading is "ROAR ACCOUNT PASSWORD RESET PROCESS". Below the heading, it says "Please supply the following information to begin the password reset process." The form contains the following fields: "First Name" (text input), "Last Name" (text input), "Agency" (dropdown menu with "Select One" selected), "Post Number" (text input), "New Password" (text input), and "Confirm Password" (text input). At the bottom of the form are two buttons: "Submit Request" and "Cancel". A red box labeled "Step #2" is drawn around the "Submit Request" button, with a red arrow pointing to it. On the left side of the page, there is a "TOWARD ZERO DEATHS" logo. A help icon is visible in the bottom left corner, and a lightbulb icon is in the bottom right corner.

3. Click the Close button

REALTIME OFFICER ACTIVITY REPORTING Welcome Kammy
12/31/2015
16:20:56

TOWARD ZERO DEATHS

ROAR ACCOUNT PASSWORD RESET PROCESS

Your password reset request has been accepted.
You will receive an email containing further instructions to complete the reset process.

At this time and until you complete this process, your account will remain locked.
The only way to unlock your account is to complete this process or have an administrator unlock it for you.

Close Step #3

4. Copy the reset key code
5. Click the Reset link

ROAR Password Reset Notice. - Message (HTML)

FILE MESSAGE ADOBE PDF

Ignore, Delete, Reply, Reply All, Forward, Meeting, More, Rice Co, To Manager, Team Email, Move, Actions, Mark Unread, Categorize, Follow Up, Find, Related, Select, Zoom

Thu 12/31/2015 4:21 PM

noreply.roar@dps.state.mn.us
ROAR Password Reset Notice.

To: Hunkle, Kammy (DPS)

This message was sent with High importance.

REALTIME OFFICER ACTIVITY REPORTING
ROAR Account Change Notice Step #5

You have requested to have your password reset.
Until you either complete this process or cancel it, your account will remain locked.

Please click [this link](#) to complete the reset process. You will need the following reset key.

Reset Key: eabfcff\$ Step #4

If you did not make the password reset request, [click this link](#) and the process will be canceled.

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See more about noreply.roar@dps.state.mn.us.

6. Paste your reset key code in the Reset Key field
7. Click the Submit button

REALTIME OFFICER ACTIVITY REPORTING

Welcome Kammy
12/31/2015
16:28:39

TOWARD ZERO DEATHS

ROAR ACCOUNT PASSWORD RESET PROCESS

Please enter the reset key that was supplied in the email notice.

Reset Key:

Step #7

Step #6

8. Your account has now been unlocked. Click the Proceed to Login link

REALTIME OFFICER ACTIVITY REPORTING

Welcome Kammy
12/31/2015
16:30:23

TOWARD ZERO DEATHS

ROAR ACCOUNT PASSWORD RESET PROCESS

You password reset has been completed. [Proceed to Login](#)

Step #8