

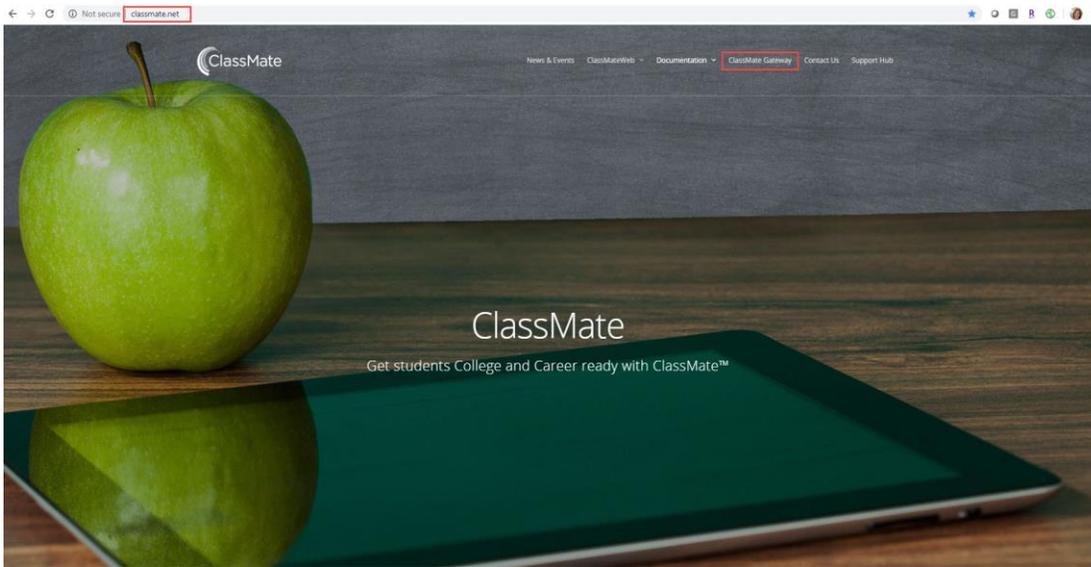
ClassMate Gateway Access

Updated June 2020

The **ClassMate Gateway** is a secure site that allows authorized ClassMate users to easily access the ClassMate application(s) online. The Gateway is perfect for users looking access ClassMate remotely or using any mobile device with an internet connection.

Getting Started:

To access the Gateway you can visit our website: www.classmate.net and select ClassMate Gateway from the top of the screen or you can use this URL to access directly: <https://cmgateway.harriscomputer.io/#/>



First Time Users

New users who requires ClassMate access must first be set up in the ClassMate system by a site ClassMate System Administrator.

The new user information must be entered in Employee Management (including email address) and also in the ClassMate User Management module to assign a username/password for accessing the ClassMate Application.

Once ClassMate set up is complete a TeamSupport ticket must be submitted to request their Gateway access.

Please provide:

First & Last Name

ClassMate Username

Email Address

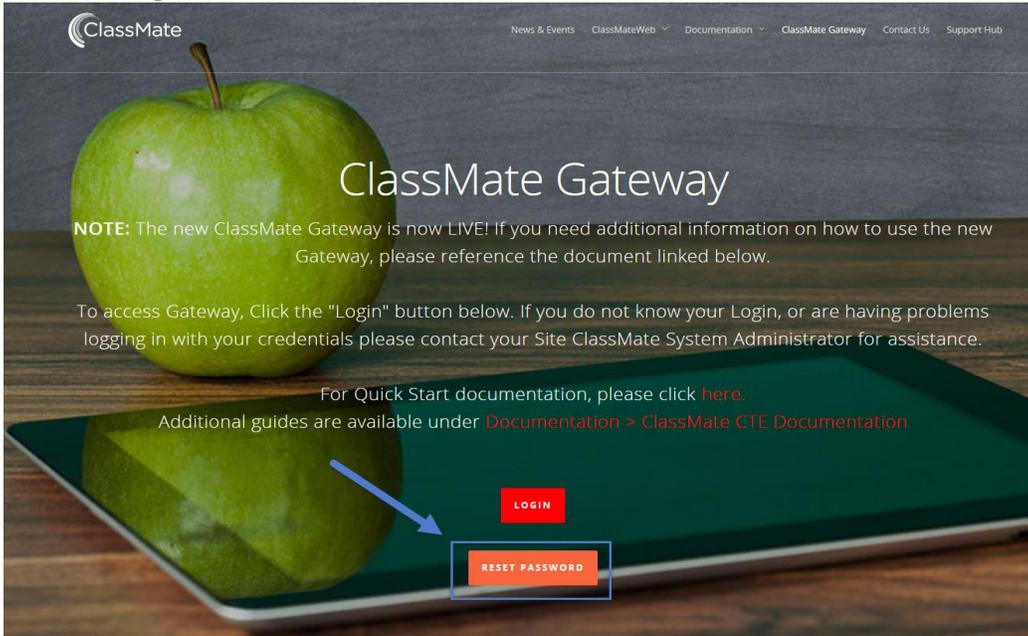
Identify if the user requires ClassMate, Adult Ed, and/or M: drive access

After their Gateway account is created you will receive their Login to provide to the user along with instructions on creating their private password using the **FORGOT PASSWORD** functionality outlined below.

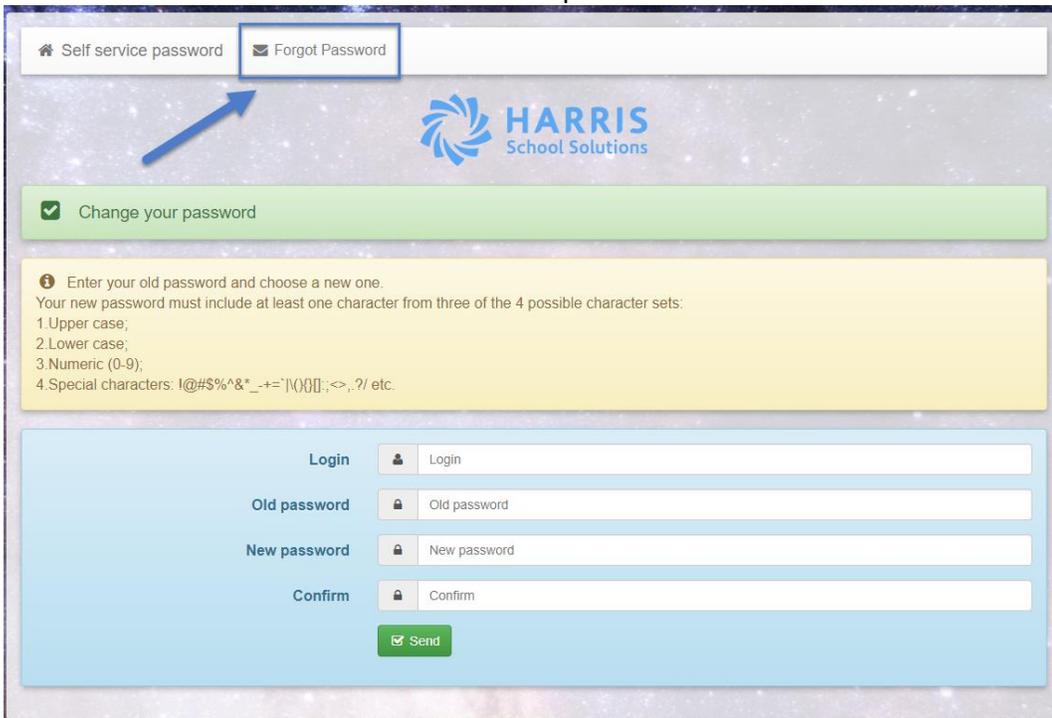
Forgot Password Functionality:

This functionality is used both For First Time Users to create their Private Password as well as for those users who have forgotten their password.

You can access this functionality either directly, using this URL: <https://cmssp.harriscomputer.io/> or by visiting our website www.classmate.net and selecting ClassMate Gateway from the top of the screen and then clicking on the **RESET PASSWORD** button.

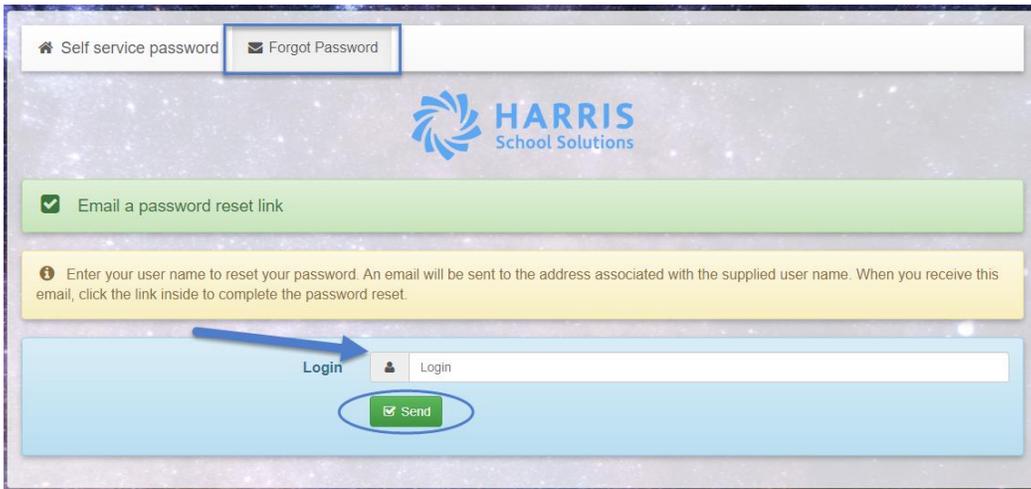


The page displayed below will display after using the direct URL or after clicking **RESET PASSWORD**, from there click the **FORGOT PASSWORD** link at the top left of the screen

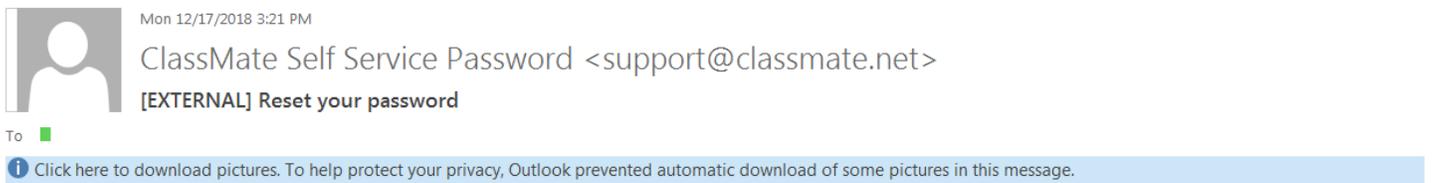


The screenshot shows the "Forgot Password" form. At the top, there are two tabs: "Self service password" and "Forgot Password". A blue arrow points to the "Forgot Password" tab. Below the tabs, there is the HARRIS School Solutions logo. Below the logo, there is a green bar with a checkmark and the text "Change your password". Below the green bar, there is a yellow box with an information icon and the text: "Enter your old password and choose a new one. Your new password must include at least one character from three of the 4 possible character sets: 1. Upper case; 2. Lower case; 3. Numeric (0-9); 4. Special characters: !@#\$%^&*_{+}~|()\`.;<>.,?/ etc." Below the yellow box, there is a light blue box with four input fields: "Login", "Old password", "New password", and "Confirm". Each input field has a lock icon on the left. Below the input fields, there is a green "Send" button.

On the next screen enter the provided **Login (Gateway Username)** and click the **GREEN** Send button. The system will then send a link via email to the user to use in creating their private password.



Once the email is received, click on the provided URL Link and complete the required fields to create your private password.



Hello ,

Click here to reset your password: <https://ssp.classmate.net/index.php?action=resetbytoken&token=3vUCAMODBSfcBbu9k8lJFIGkeWH4ICRA3yehz6ibmAjKATd53UUbpZmX5vw42N4wsWb%2BBuu%2BQdLcz7FaW4G%2Bep16rtENxCOS2XDJg6cmoe0PyS7ah%2F3koUjO%2BgxF6KMCpEW7bBBjU963bgHBbUE%3D>

If you didn't request a password reset, please ignore this email.



Enter the following:

- **NEW password**
- **New password again in the Confirm field**

NEW passwords **MUST** include 3 out of 4 criteria below:

1. Upper Case
2. Lower Case
3. Numeric
4. Special Character

Click the **GREEN** Send button once all fields are completed to save your NEW password.

Afterwards, you can login to the Gateway to access your ClassMate application either by using the direct URL <https://cmgateway.harriscomputer.io/#/> or by visiting our website www.classmate.net and selecting ClassMate Gateway from the top of the screen and then clicking on the **LOGIN** button.

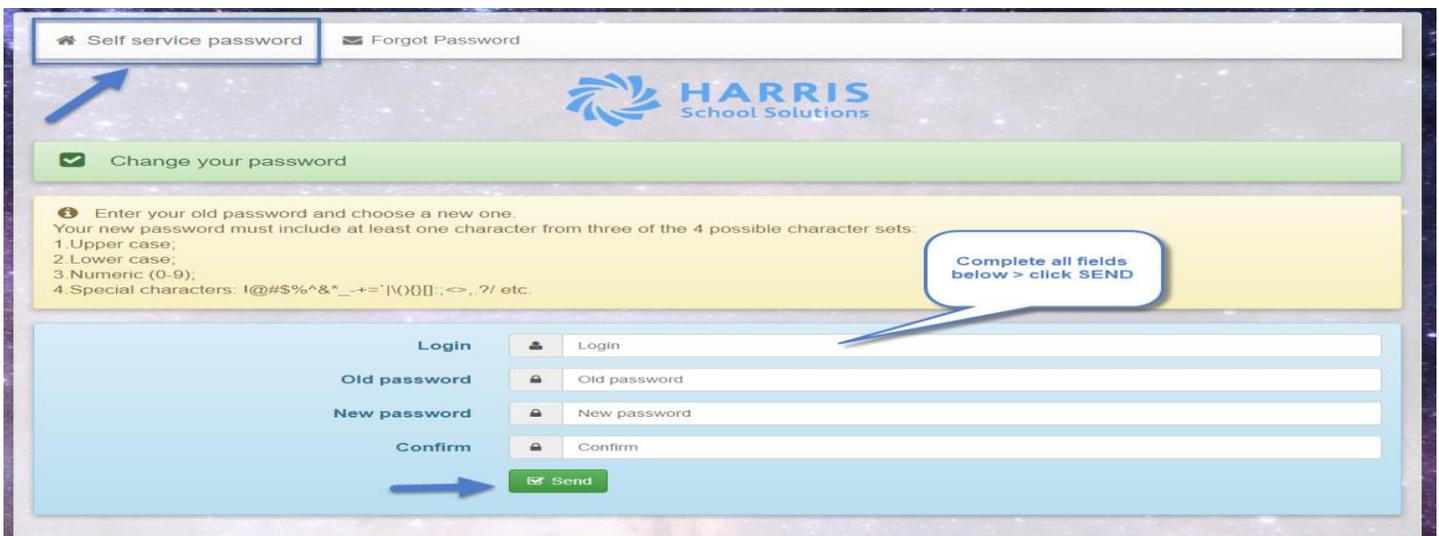
Self Service Password Functionality:

Gateway passwords expire every 90 days, users can use the **SELF SERVICE PASSWORD** functionality to create a new password prior to their password expiring.

You can access this functionality either directly, using this URL: <https://cmssp.harriscomputer.io/> or by visiting our website www.classmate.net and selecting ClassMate Gateway from the top of the screen and then clicking on the **RESET PASSWORD** button.

Complete ALL fields and click the **GREEN** Send button once all fields are completed to save the NEW password.

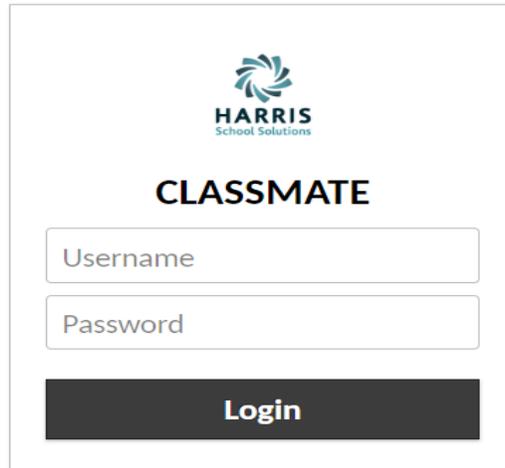
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Signing In:

The following credentials are mandatory for Gateway access. Enter the following:

- **Username (provided by ClassMate)**
- **Password (Secure Private User Created)**
- Select the **Login** Button

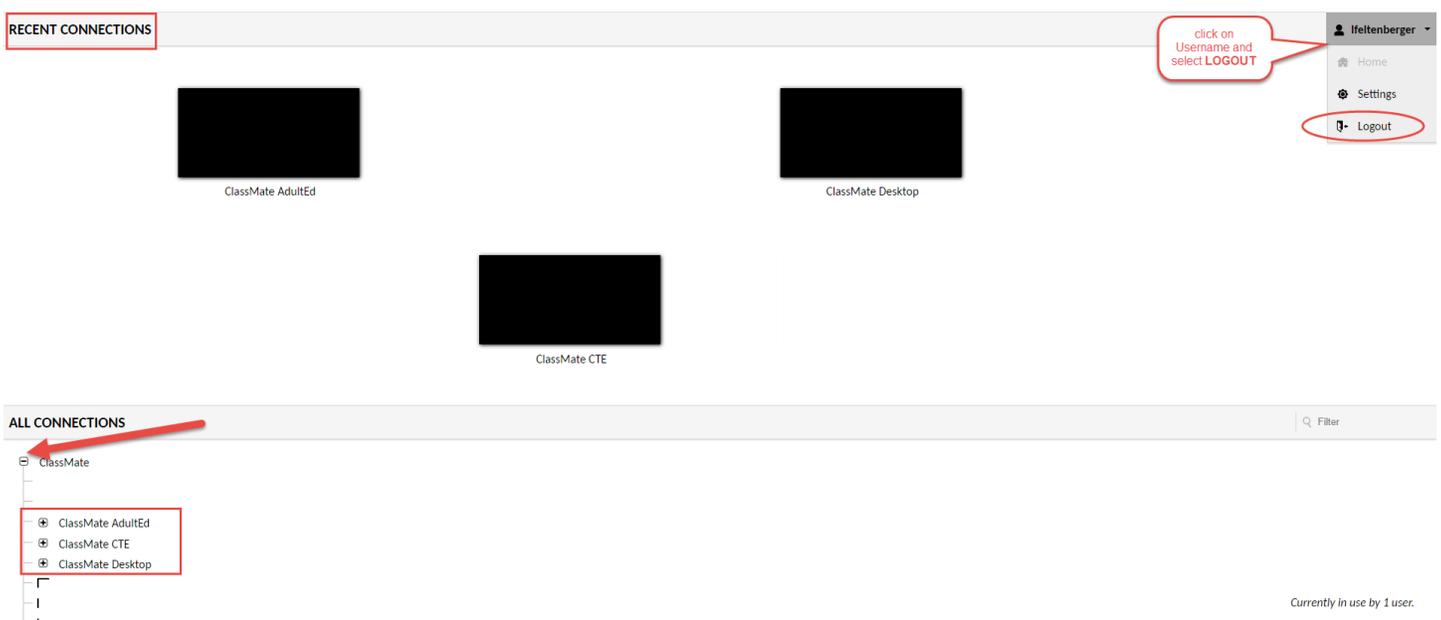


The login form features the HARRIS School Solutions logo at the top. Below the logo, the word "CLASSMATE" is displayed in a large, bold font. There are two input fields: "Username" and "Password". At the bottom of the form is a dark grey button labeled "Login".

Once logged in you will have access to the ClassMate applications under **ALL CONNECTIONS** for which you are an authorized user. Click the + to expand and make your selection to access your ClassMate applications, double click to select which application you want to open.

You will also be able to access ClassMate applications under the **RECENT CONNECTIONS** section if you've recently been connected by clicking to open the selection.

Clicking the drop down in the upper right corner under your username, will open the screen to select Settings and the **LOGOUT** button.



The screenshot shows the ClassMate dashboard interface. At the top, there is a header bar with a "RECENT CONNECTIONS" tab on the left and a user profile dropdown on the right. The user profile dropdown is open, showing options for "Home", "Settings", and "Logout". A red callout bubble points to the "Logout" option with the text "click on Username and select LOGOUT". Below the header, there are three application tiles: "ClassMate AdultEd", "ClassMate Desktop", and "ClassMate CTE". At the bottom, there is an "ALL CONNECTIONS" section with a search filter. A red arrow points to the "ClassMate" header in this section, which is expanded to show a list of applications: "ClassMate AdultEd", "ClassMate CTE", and "ClassMate Desktop". A red box highlights this list. In the bottom right corner, it says "Currently in use by 1 user."