

## Password Reset

- Having password problems? Please click on [this link](#) for help...

**Note:** After you have reset your password, you will need to wait 10 minutes before logging back on to MAGIC. This will give the system time to update your information.

## Notes

[illegible]

# MAGIC Initial Log On



### Context Sensitive Help in MAGIC:

Help → MAGIC Help

**MMRS Website:**  
<http://www.mmrs.state.ms.us/>

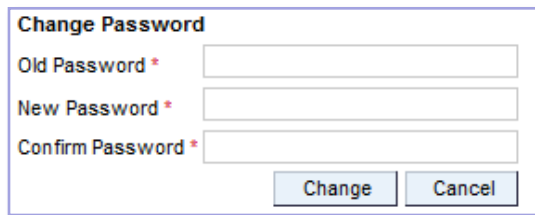
## Initial Log On

1. Double-click your web browser icon (must be a browser approved by the State).
2. Enter <http://portal.magic.ms.gov> in the web browser address bar, The MAGIC Log on Screen displays.



A screenshot of the initial log on screen. It features two text input fields: 'User \*' and 'Password \*'. Below the 'Password \*' field is a blue button labeled 'Log On'.

3. Enter User ID provided by MAGIC system administrators.
4. Enter password provided by MAGIC system administrators.
5. Click the **Log On** button.
6. You are prompted to change your password.



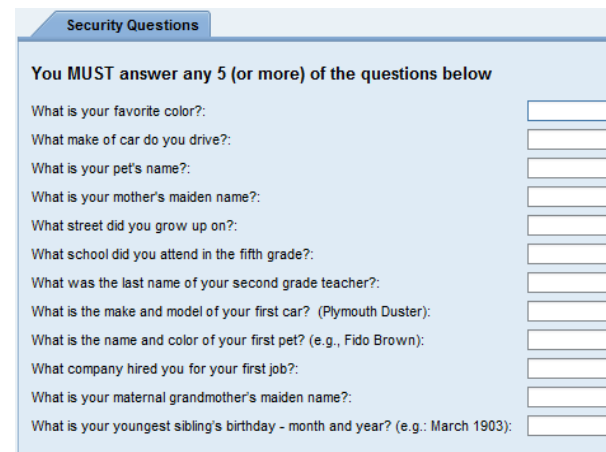
A screenshot of the 'Change Password' screen. It has three text input fields: 'Old Password \*', 'New Password \*', and 'Confirm Password \*'. At the bottom are two buttons: 'Change' and 'Cancel'.

## Initial Log On – Cont.

7. Enter your initial password in the **Old Password** field.
8. Enter a **New Password**.
9. Re-enter your new password in the **Confirm Password** field.
10. Click the **Change** button. The **Profile** screen displays.


## Security Questions

1. The **Security Questions** tab is displayed.



A screenshot of the 'Security Questions' screen. It has a title bar 'Security Questions' and a subtitle 'You MUST answer any 5 (or more) of the questions below'. Below are ten questions, each followed by a text input field:

- What is your favorite color?:
- What make of car do you drive?:
- What is your pet's name?:
- What is your mother's maiden name?:
- What street did you grow up on?:
- What school did you attend in the fifth grade?:
- What was the last name of your second grade teacher?:
- What is the make and model of your first car? (Plymouth Duster):
- What is the name and color of your first pet? (e.g., Fido Brown):
- What company hired you for your first job?:
- What is your maternal grandmother's maiden name?:
- What is your youngest sibling's birthday - month and year? (e.g.: March 1903):

2. Answer 5 of the questions.
3. Click **Submit**.
4. Click  to close the screen.

**Note:** You must wait 5 minutes before you log on again to allow MAGIC to update your information.