

A new version of the Baldrige Online Scorebook Solution (BOSS) is available for you to use in completing your prework assignment for on-site training. The new code is HTML 5, and allows more flexibility across devices (which Examiners have requested) as well as flexibility in providing improved support. iPad users will be able to access BOSS, but may have difficulty with opening files (e.g., team files, worksheets, scorebook).

### **Getting Started:**

The URL for the site is: <https://www-s.nist.gov/boss>

### **Your username is:**

Once we activate your account, you will receive a temporary password in a separate e-mail at this address, which is the primary e-mail address we have for you in our database. This temporary password e-mail may show up as spam, so please be sure to check your spam mail if you do not see it in your regular inbox.

1. Open a browser and clear your cache (to do this using Internet Explorer, open your browser, click on Tools, then on Internet Options. Under Browsing History, click Delete . . . ensure that Delete Temporary Internet Files is checked, and then click Delete) before navigating to <https://www-s.nist.gov/boss>. Enter your user name and temporary password. Your password is case sensitive.

2. Answer the three security questions on the screen. (**Note: These questions are separate from the security questions in the Examiner Application since it is a different system.**) You will use the answers to these questions to verify your identity, and you will be able to reset your password should you forget it anytime throughout the process.

3. Follow the directions on the "Change Password" page to set a new password that meets the requirements shown on the screen.

4. Read, agree to, and acknowledge the Code of Ethical Conduct.

5. Complete the Conflict of Interest questionnaire. When you determine that you have no conflicts and save your responses, you will gain access to BOSS. (Even though the case study is fictitious, you must still complete the questionnaire.)

### **BOSS HTML5 Feature Highlights:**

- New sleeker look
- Now available for use with iPads and tablets
- Spell check now uses your browser spell check (IE 10 and above and other browsers)
- Adjust viewing by zooming in (CTRL +) or zooming out (CTRL -); when making adjustments, the screen landscape may change.

- Use the “Boss Suggestion” icon (top right of screen) to offer ideas or suggestions for possible future enhancements. This information **will be reviewed at the end of the award process cycle. Note: You will not receive a response to your posting.**

If you have any questions or need assistance, please send an e-mail to [examtrng@nist.gov](mailto:examtrng@nist.gov). Refer to the Examiner Resource Center for more information:

[http://www.nist.gov/baldrige/examiners/resource\\_center/](http://www.nist.gov/baldrige/examiners/resource_center/)