Dear <insert fname lastname>:

Welcome to the 2016 Board of Examiners! You will use the Baldrige Online Scorebook Solution (BOSS) to record your evaluation of the applicant to which you are assigned.

Because we are moving to the Award Process cycle, you will be required to set a new password and create new answers to the security questions in BOSS. A **temporary password** will be sent to you in a separate email. If you forget your password throughout the process, providing the same answers to the security questions will enable you to verify your identity and reset your password without waiting for an email or phone response.

Some functionality in BOSS (e.g., spell check) requires the use of IE 10 or above, Chrome (v4x.0.1847.131 m) as well as Firefox (v3x.0.1).

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

**Your username is: <insert username>**

To review the steps you followed for your pre-work:

1. Open a browser and navigate to <https://www-s.nist.gov/boss> and enter your username and temporary password.
2. Answer the three security questions on the screen to create your user profile.
3. Follow the directions on the "Change Password" screen to set a new password that meets the requirements.
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.
6. Once you are logged into the system, verify your assignment with the application you received from ASQ.

Just a reminder that server maintenance and patching will be done each Wednesday between 6:30-7:30 am ET. Please avoid logging in at this time to prevent loss of data and/or connectivity.

Please **do not reply to this message—this account is not regularly monitored.** If you have any questions or need assistance, please send an e-mail to [**bossmail@nist.gov**](mailto:bossmail@nist.gov).

Please refer to the Examiner Resource Center for more information: <http://www.nist.gov/baldrige/examiners/resource_center/independent_review.cfm>