**From:** BOSSAdm@nist.gov  
**Subject:** Baldrige BOSS Account for 2018 Prework

Dear [First Name Last Name]:

The Baldrige Online Scorebook Solution (BOSS) is available for you to use in completing your prework assignment.

**Your username is: [XX123456]**

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

You will receive a temporary password from [BOSSadm@nist.gov](mailto:BOSSadm@nist.gov) in a separate message This may show up in your spam folder.

 Next:

1. Open a browser and clear your browser cache (For Internet Explorer, click on Tools, Delete browsing history, check Delete Temporary Internet Files, then click Delete. In Chrome, find History, then Clear browsing data.) Go to the BOSS site: <https://www-s.nist.gov/boss>
2. Enter your user name (see above) and temporary password (from BOSSadm@nist.gov).
3. Answer the security questions on the screen. (Note: These questions are separate from the security questions in the Examiner Application.)
4. Follow the directions on the "Change Password" page.
5. Read, agree to, and acknowledge the Code of Ethical Conduct.
6. Complete the Conflict of Interest questionnaire. (Even though the case study is fictitious, you must still complete the questionnaire.)

BOSS Feature Highlights:

* + - Ability to download a watermarked copy of the 2017-2018 Baldrige Excellence Framework for Examiners only
    - Browser spell check
    - Zoom capability (CTRL +), (CTRL -); note - when zooming, the screen landscape will change. To return to the default view, use CTRL 0 (zero)
    - Suggestion link (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.

Please do not reply to this message - this account is not regularly monitored. If you have questions or need assistance, send a message to [examdepo@nist.gov](mailto:examdepo@nist.gov).

Refer to the Examiner Resource Center / On the Board page for more instructions and examples: <https://www.nist.gov/baldrige/examiners/board>