Subject: Baldrige BOSS Account for 2020 Prework

Dear [Examiner name]:

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

**Your username is: [username]**

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

You will receive a temporary password from 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, Delete Temporary Internet Files, then click Delete. In Edge, got Settings, Clear Browsing data, check Cached data and files, Clear. 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.

BOSS Feature Highlights:

* + - Ability to download a watermarked copy of the Baldrige Excellence Framework for Examiners Only, specific to the sector of your application
		- 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. If you have questions or need assistance, send a message to examdepo@nist.gov.

Related information can be found on the <https://www.nist.gov/baldrige/examiner-resources/board> page.

Thank you for all you do for Baldrige!