

From: BOSSadm@nist.gov

Subject: Baldrige BOSS Account for 2017 Independent Review

Dear Jane Examiner:

Welcome to the 2017 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 from BOSSadm@nist.gov to you in a separate email.

**Your username is: JE123456**

Similar to the steps you followed for your prework:

1. Navigate to BOSS at <https://www-s.nist.gov/boss> and enter your username and temporary password.
2. Answer the security questions on the screen to create your user profile.
3. Follow the directions on the "Change Password" page 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 6:00—7:00 am ET. Please avoid logging in during that time to prevent loss of data and/or connectivity.

Related information can be found on the Examiner Resource Center [Independent Review](#) and [Reference Shelf](#) pages.

**Please do not Reply to this message.**

\*If you have any questions or need assistance, please send an e-mail to [examdepo@nist.gov](mailto:examdepo@nist.gov)