

# SDC Committee Portal Documentation

Prepared by:  
Evan Pfister  
Joe Pregolato  
Mark Covello

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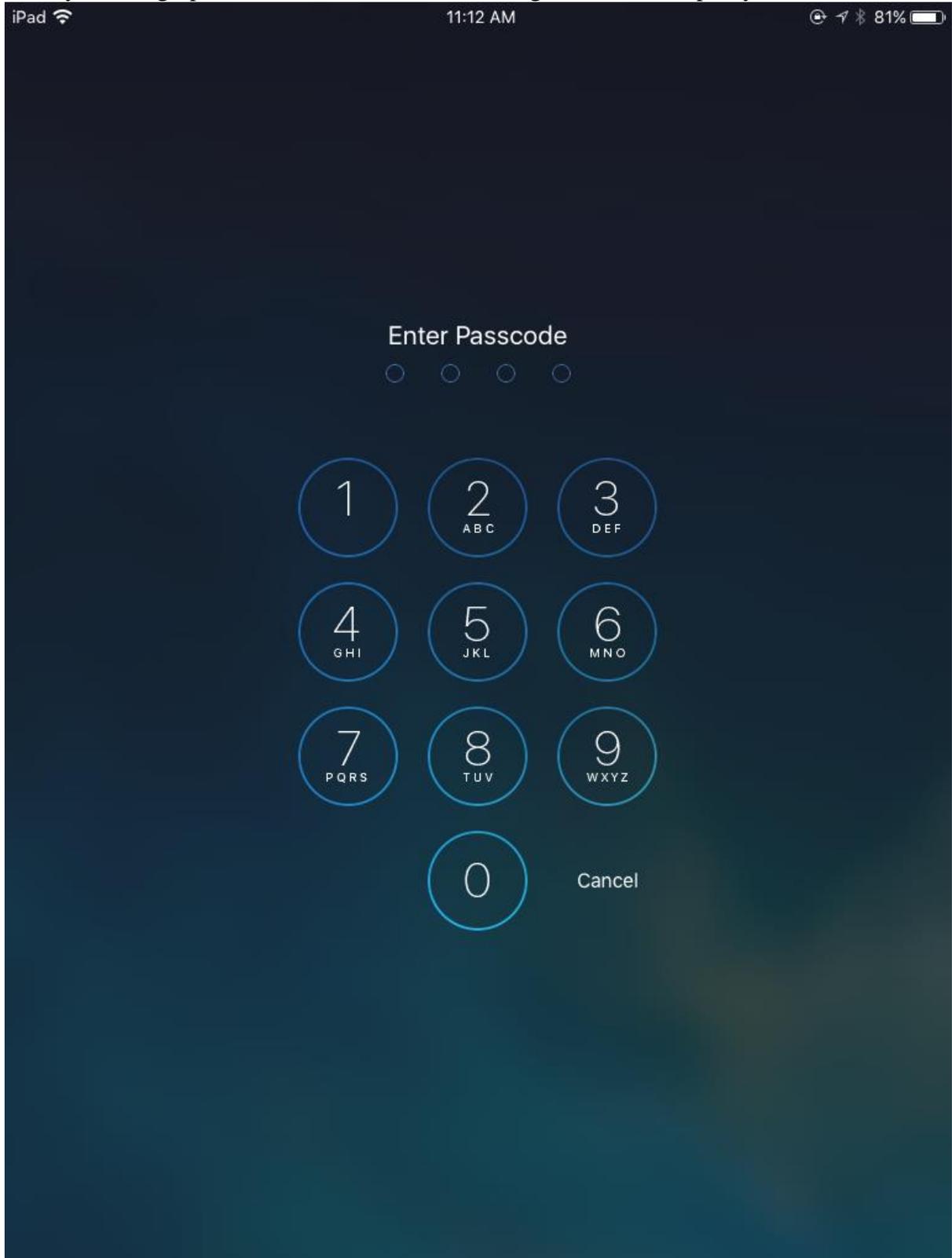
# Using the iPad

Press the power button located on top of the iPad to turn on the screen.

Slide your finger to the right starting from the right-arrow circled in yellow below.

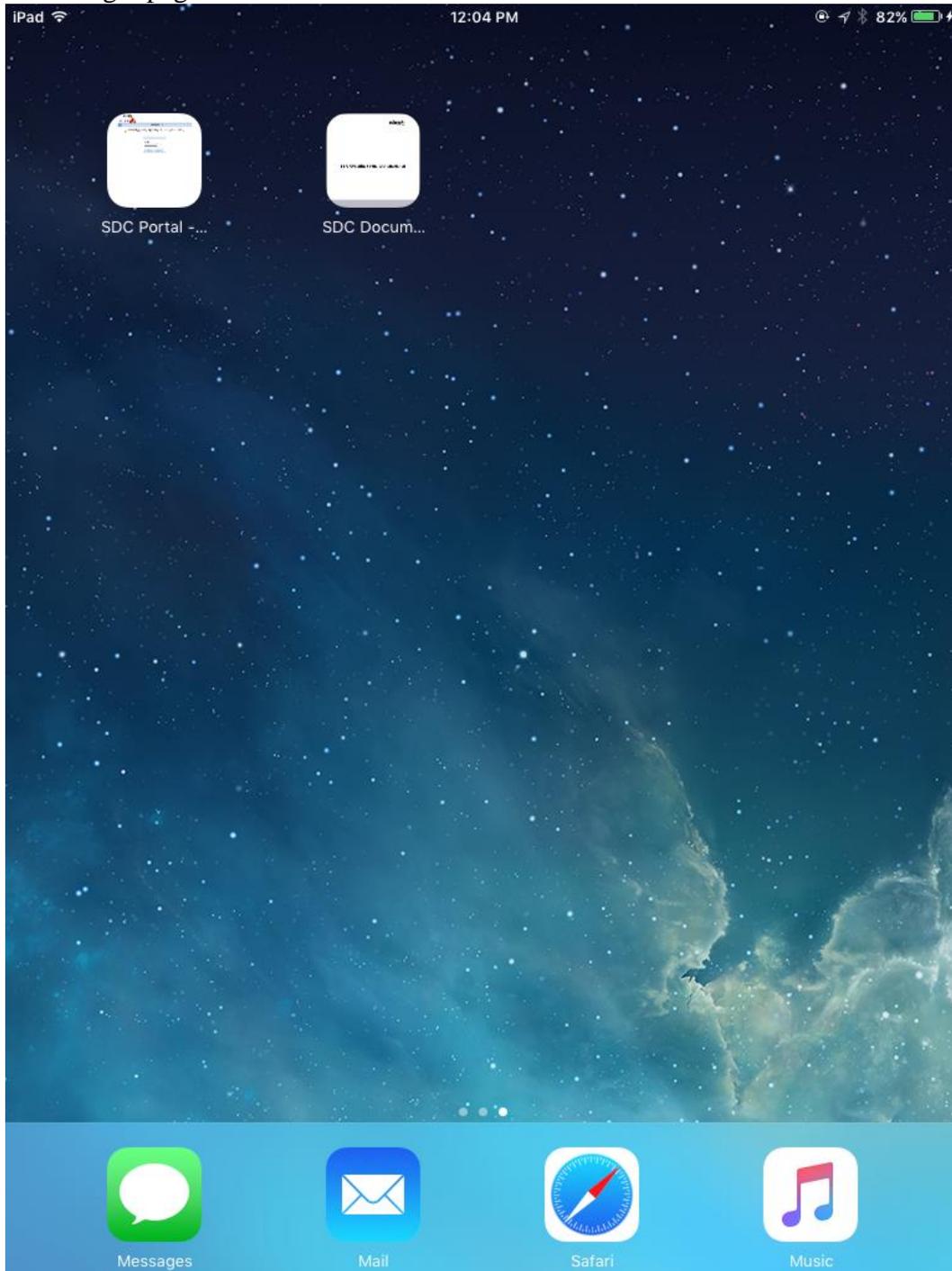


Enter your 4-digit passcode which was created during the initial set up of your iPad.

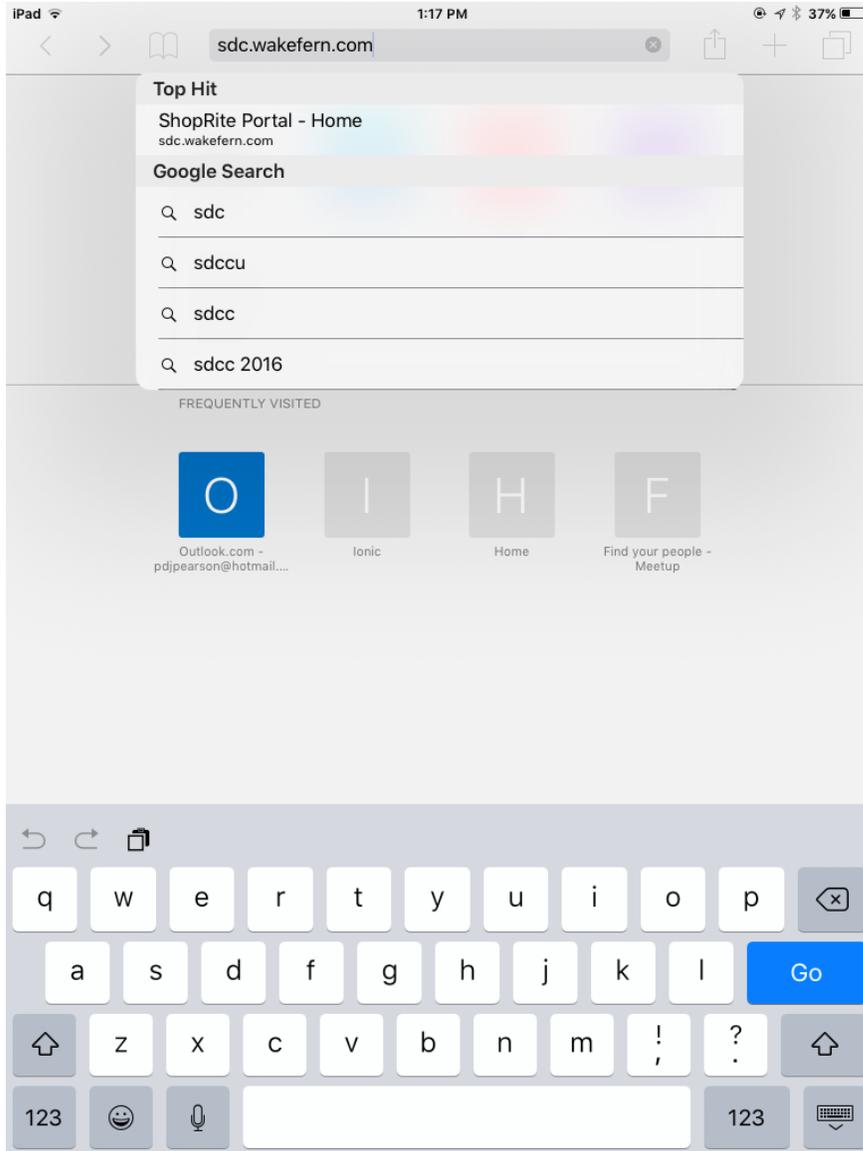


# Accessing the SDC Portal

Your home screen will contain two icons. One labeled SDC Portal the other is labeled SDC Documentation. Tapping SDC Documentation will allow you to read this documentation on your iPad. Tapping SDC Portal will bring you to the SDC Committee Portal login page.



**(Optional)** It is also possible to access SDC Portal through the Safari browser. Tap on the Safari icon and enter [www.sdc.wakefern.com](http://www.sdc.wakefern.com) into the address bar. Tap the Go button to reach the SDC Portal login page.



# Logging into SDC Portal

Enter your 5 character username and password into the appropriate boxes. **If you do not know your username or password please contact Meg Ackerman at (732) 225-8976, Sue Brown at (732) 225-8035, or HelpDesk at (800) 339-0495.**

Wakefern  
FOOD CORP.™

PRICE RITE ShopRite

Home Monday, March 21, 2016

 Log in below with your user id and mainframe/RAPID password. If you do not know your password, please use the RAPID Password Change/Reset on the Portal or the automated password reset system by calling 1-800-339-0495.

**Login**

Username:

Password:

Login Change Password

If your password is expired after you attempt to login you will reach this Password expired screen.

Wakefern  
FOOD CORP.™

PRICE RITE ShopRite

Home Wednesday, March 30, 2016

 Log in below with your user id and mainframe/RAPID password. If you do not know your password, please use the RAPID Password Change/Reset on the Portal or the automated password reset system by calling 1-800-339-0495.

**Login**

**Password Expired**

Username:  
RTEJP

Password:

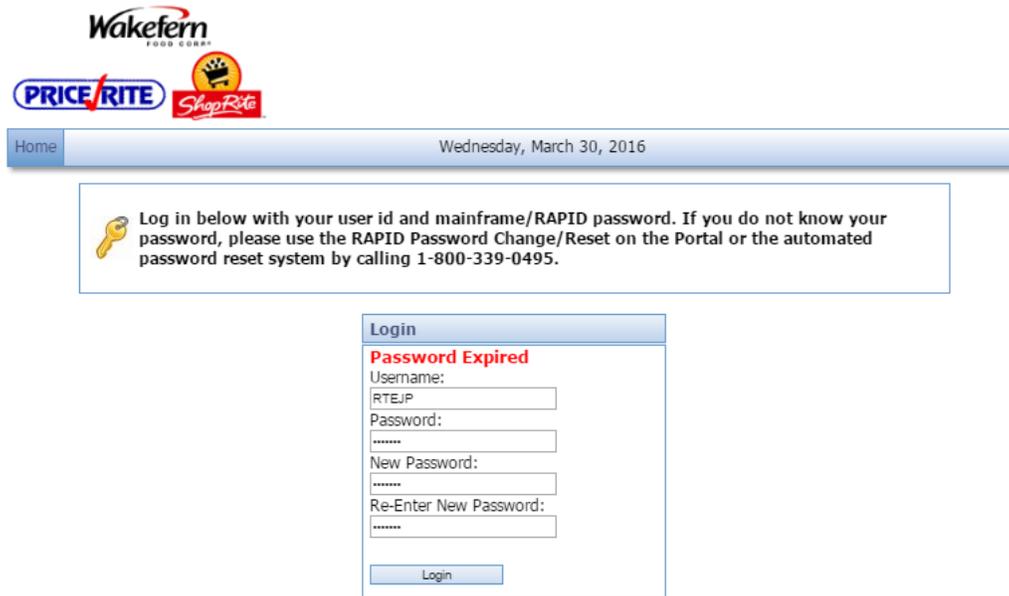
New Password:

Re-Enter New Password:

Login

# Resetting an Expired Password

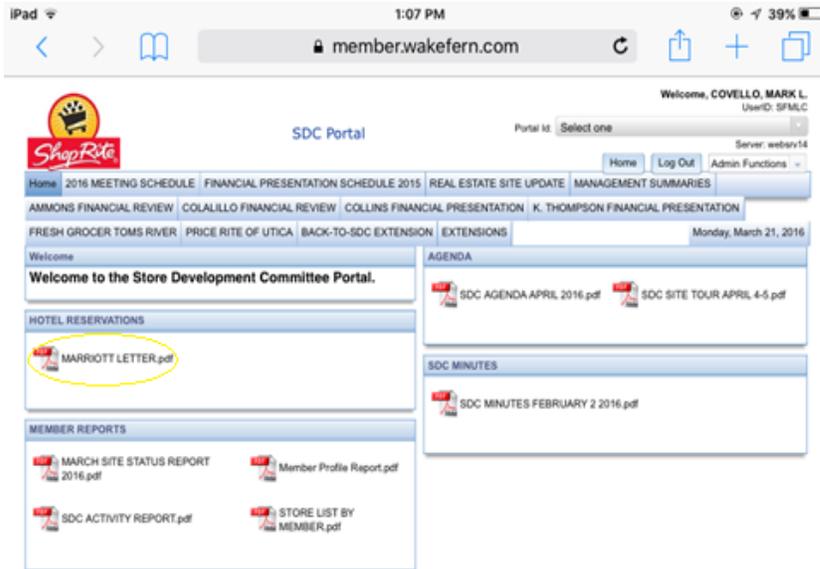
The expired password screen will appear if you attempt to login with a password which is over 3 months old. In order to change the password to a new password enter your username in the Username field. Enter your **old** password in the password field. Enter your **new** password in both the new password and re-enter new password fields. Then click the Login button to create your new password.



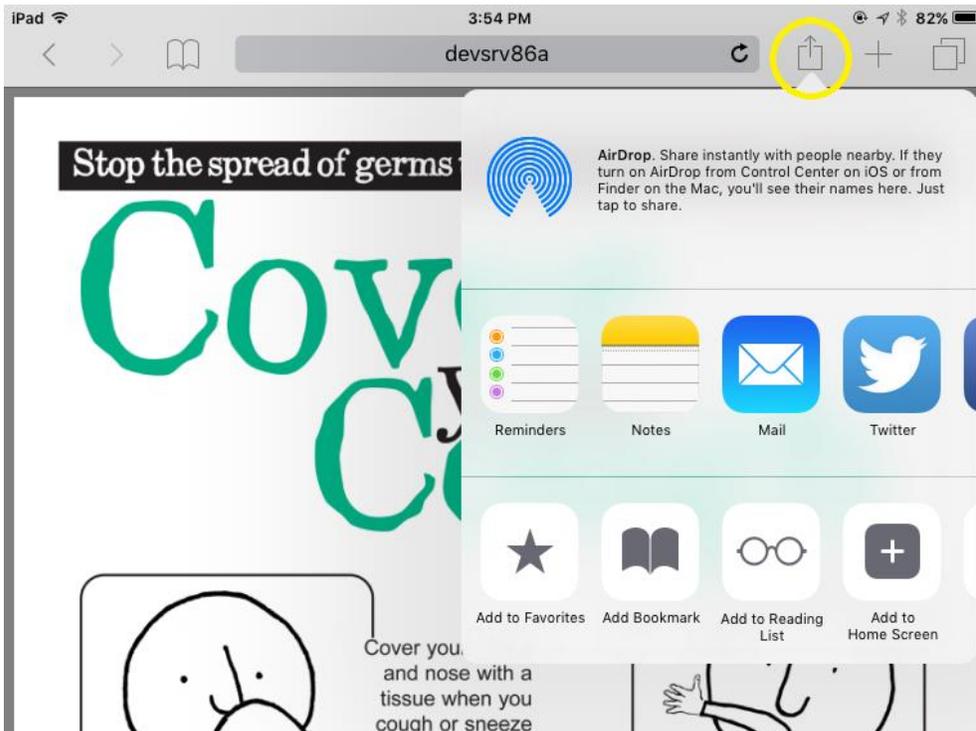
The screenshot shows the Wakefern login portal. At the top, there are logos for Wakefern Food Corp., PRICE RITE, and ShopRite. Below the logos is a navigation bar with a 'Home' link and the date 'Wednesday, March 30, 2016'. A central message box contains a key icon and the text: 'Log in below with your user id and mainframe/RAPID password. If you do not know your password, please use the RAPID Password Change/Reset on the Portal or the automated password reset system by calling 1-800-339-0495.' Below this message is a 'Login' form with the following fields: 'Username:' (containing 'RTEJP'), 'Password:' (with masked characters), 'New Password:' (with masked characters), and 'Re-Enter New Password:' (with masked characters). A 'Login' button is located at the bottom of the form.

# Emailing Files to Print from SDC Portal

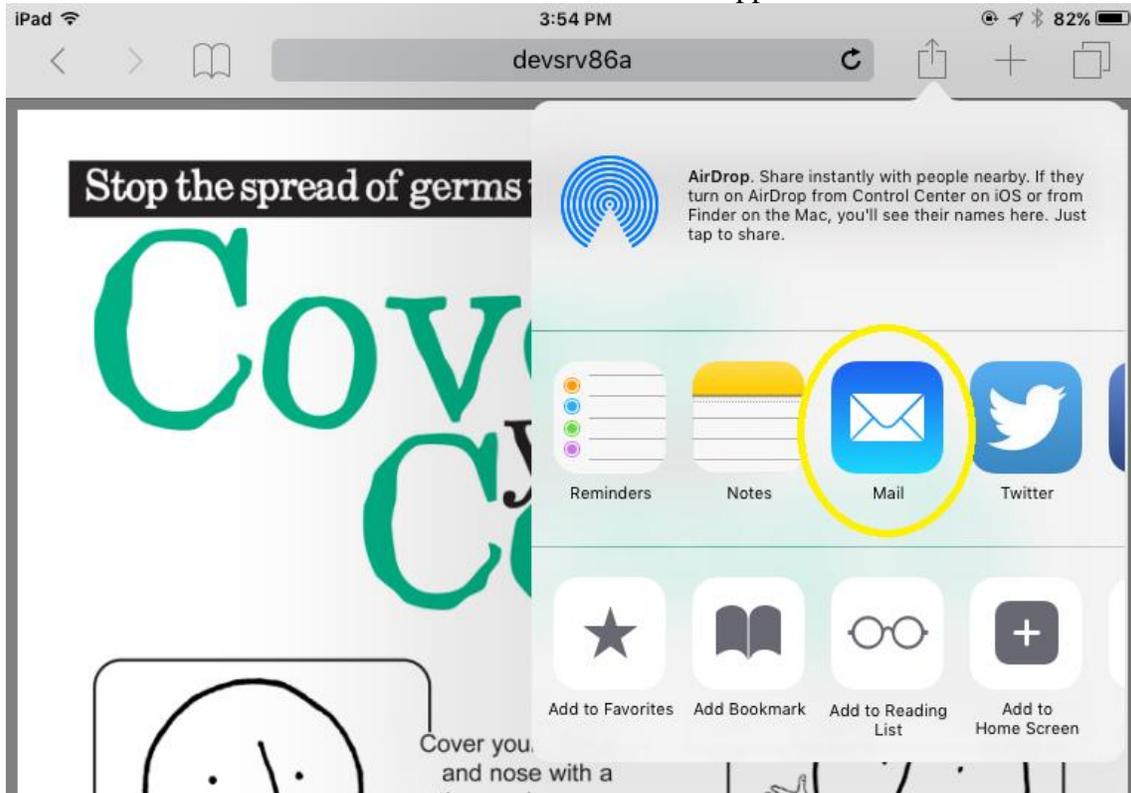
After successfully logging in you will see the SDC Portal homepage. In order to print a file from the SDC portal click on the icon of the file in which you would like to print.



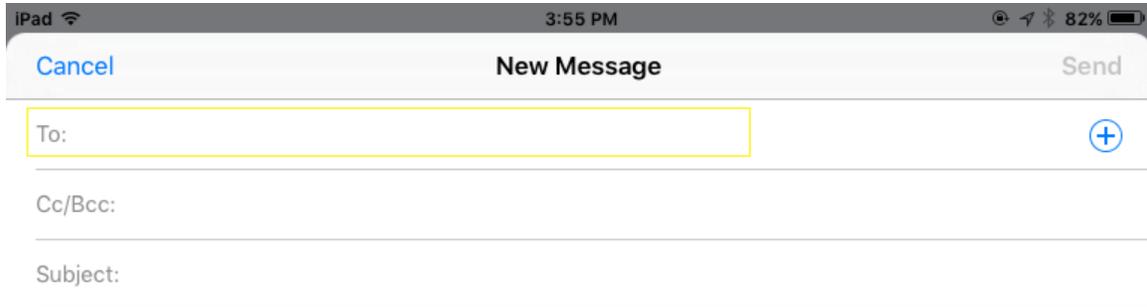
After the file opens on the iPad the file can be sent to your personal e-mail. Click the 'share' icon in the upper right portion of the screen. The button is circled in yellow below.



Next click on the Mail icon in order to launch the email application on the iPad.



After the email application loads the file will be able to be sent to your personal e-mail account. Enter your personal e-mail in the To line. After entering your e-mail you can click the send in the upper right corner in order to transfer the file.



<http://devsrv86a/portalweb/servlet/com.wakefern.portal.servlets.DownloadFileFromDB?ID=6668C016-3243-4C04-8827-EDED4A937FF0>



covercoug...ool11x17.pdf

Sent from my iPad



Once you e-mail the file to your personal email account you may then print it on your personal computer if needed. Access your e-mail on your computer, find the email you have just sent, download the file from the e-mail to your computer and print the document.

# New Password Guidelines

- **Passwords must be seven (7) to eight (8) characters long, and must contain at least 1 numeric character.**
- Create your password from a mix of alphanumeric characters.
- Make sure the password is not all numerics.
- Do not use more than one set of double characters in a password (i.e. raccoon).
- Do not use the user ID as part of the password.
- Do not attempt to change your password more than once a day.
- Do not use passwords that are part of the internal restricted list. Examples of restricted words are months of the year, vacation, ShopRite, Wakefern or keyboard patterns such as 'qwerty' or '123456'.
- Do not choose a password that is all the same letter or number (i.e. 'ZZZZZZ' or '777777'). The system will not accept it.