

SDC Committee Portal Documentation

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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.









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.



Strictly Confidential: Property of Wakefern / ShopRite



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

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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.

PRIC	Wakefern ERITE Store
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.
	Username: Password: Login Login Change Password

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

	Wednesday, March 30, 2016	
Log in below w password, pleas password reset	ith your user id and mainframe/RAPID password. If you do se use the RAPID Password Change/Reset on the Portal or th system by calling 1-800-339-0495.	not know your 1e automated
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	Password Expired	
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	Password:	
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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.

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	Username:	
	Password:	
	New Password	
	Re-Enter New Password:	
	Login	



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.

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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.

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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.

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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.