

# Access the System

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This section covers global system knowledge.

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## Log In

To login, enter the system URL.

On the log In page, enter the Assignment ID or the Learning Locator. Click **Go!**

## Log Out

To log out of the system, follow these steps:

1. Click the Settings icon  in the upper right of the page.
2. Select **Sign Out**.

## Reset Your Password


You can reset your password two ways.

### Before Logging In

This method is useful if you have forgotten your password.


To reset your password, follow these steps:

1. From the login page, click **Forgot Password**.
2. Enter your email address, and click **Reset Password**.

 You will receive an email with password reset instructions. Follow these instructions.

### After Logging In

To reset your password, follow these steps:

1. Click the Settings icon  in the upper right of the page.
  2. Select **Change Password**.
  3. Enter your current and new password, and click **Submit**.
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