

System Basics

System Basics include tasks that educators can perform in the system. Some vary by role.

Step-by-Step

Create an Account and Log In

1. Enter the system URL.
2. Click **Sign Up**.
3. Enter the required details.
4. Click **Create Account**.
5. On the Login page, enter your email and password, and click **Log In**.

Log Out

1. Click the Settings icon  to the right of your username.
2. Select **Sign Out**.

Reset Your Password

You can reset your password two ways.

Before you log in (for example, when you forget your password):

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



The system sends you an email with password reset instructions to follow.

After you log in:

1. Click the Settings icon  to the right of your username.
 2. Select **Change Password**.
 3. Enter your current and new password, and click **Submit**.
-