# **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**

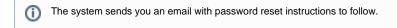
- Click the Settings icon
  Select Sign Out. to the right of your username.

#### **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.



#### 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.