

# System Basics

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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**.
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