LOGIN TUTORIAL

First-time User

Forgotten Username or Password

Modify Your Account
(Modify schools/systems, change your password, etc.)

Login Instructions for First-Time Users

If you are a new user then click on the blue "Create New User" button as shown below in Figure 1. You will be asked to enter information (Figure 3). You will then choose a username and password. This will be your personalized username and password to be used throughout this process.

Figure 1

After you login, on the next page, choose the application and role you want to access. (Figure 2)

Figure 2

Figure 3

Note: if you are a new user, you will need to enter the remainder of your personal information, i.e. first name, middle initial or middle name, username and password of your choice (Figure 4). If you receive an error stating that the username is already in use, choose another username as the one you have chosen is assigned to another user.

Instructions

Step 1:
If you have not already downloaded the login tutorial, do so now to assist you in the login process. Below is a link to the login tutorial.(in IE, right-click and choose "Save target as..." to save the file on your computer)

Step 2:
Fill-out the personal information in the following pages. Since personal information is requested, the data is secure and encrypted by SSL (Secure Socket Layer).

Step 3:
Provide the PIN Code(s) for the position and application that you are seeking to access. Multiple PIN Codes may be added. Once complete, you can login.

Continue >>

Figure 4

Next, review and confirm for correctness what you have entered (Figure 5). Click "yes" if the information is correct. If the information is incorrect, click "no", and you will be returned to the previous page to re-enter your information.

Figure 5

For those creating a user account, a PIN code will be required in order for you to continue with the registration process (Figure 5). Once the application verifies that the PIN code is correct, you'll be able to proceed to the next step.

Note: Each application has a unique 5-digit PIN code assigned by the Alabama Department of Education.
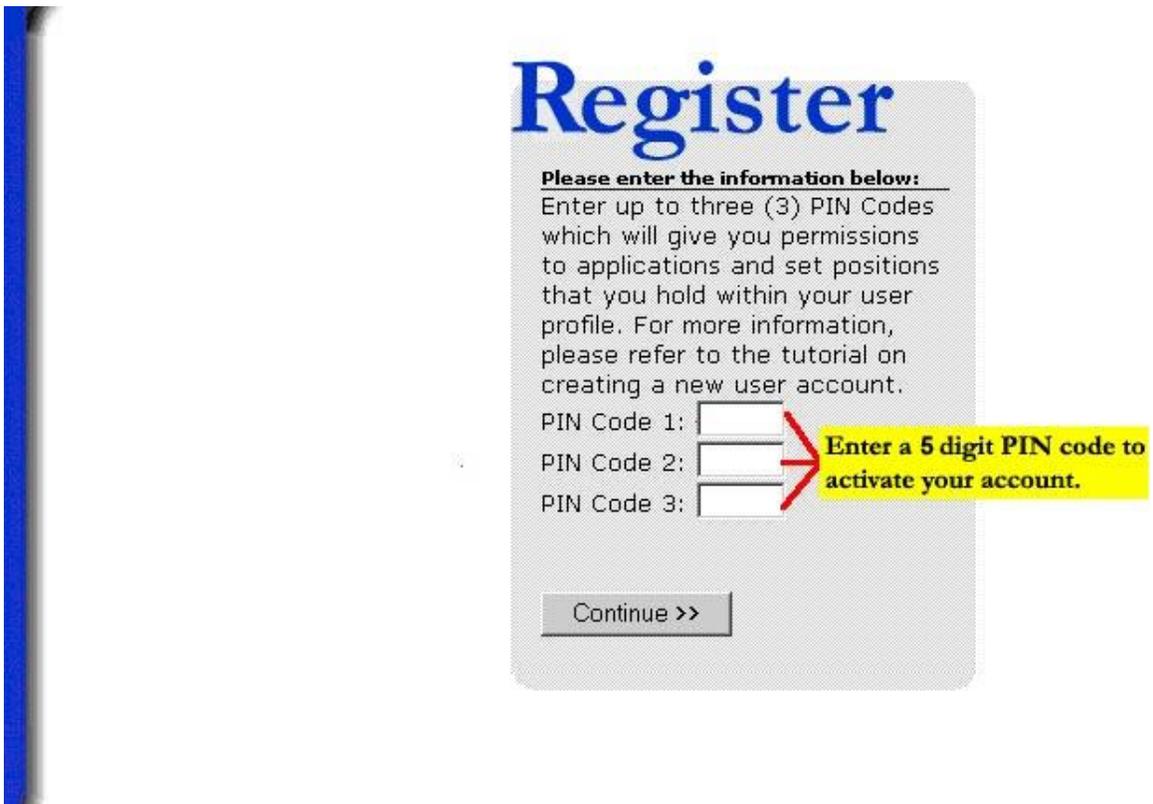
Figure 6

If you press the "Continue" button without a PIN code, you will be able to continue the process of creating your account, however you will not be able to activate your account to login.

   NOTE: If you have not been provided a PIN code, you may continue the process of creating your account. When you receive your PIN code, you may then go to "Edit Account Information", on the Login Page, and enter your PIN code to proceed with the login and upload process.

You can obtain your PIN code from your supervisor. The PIN code provides the level of access you will have for a particular application and therefore, should be treated with the same level of security as a password.

Finally, you will choose the school or system in which you are employed or affiliated (Figure 7). The "Continue" button will take you to the first login page (Figure 1). *

Figure 7

* **Career Tech Teachers,** if you teach at multiple schools please add all schools where you teach.

You are now ready to login!

Now all you have to do is choose your application category and application (Figure 1) and on the next page input the username and password that you created and press the "Login" button.

FORGOTTEN USERNAME OR PASSWORD

On the second login page (Figure 8), use the "View my info" link below the "Login >>" button. If you provided an e-mail address, you can have this information e-mailed to you by clicking the "E-mail me my info" link.

Figure 8

MODIFY USER ACCOUNT INFORMATION

To modify your user account information, click on the blue "Edit Profile" button located within the application after you login on the left-side menu (Figure 9) or the link on the login page labeled "Edit Account Information" (Figure 10).
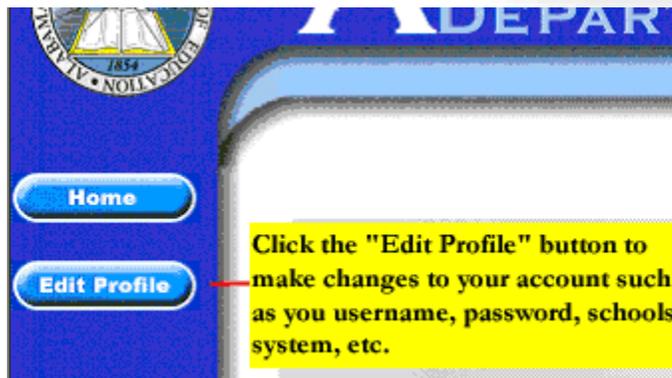

Figure 9

Figure 10

After you click on the blue "Edit Profile" button, you will be taken to a page that displays a menu (Figure 11). Use this menu to modify your account. After you are finished, click on the button at the bottom of the menu that is titled "Return to *<application name>*", and you will be taken back to the previous page.
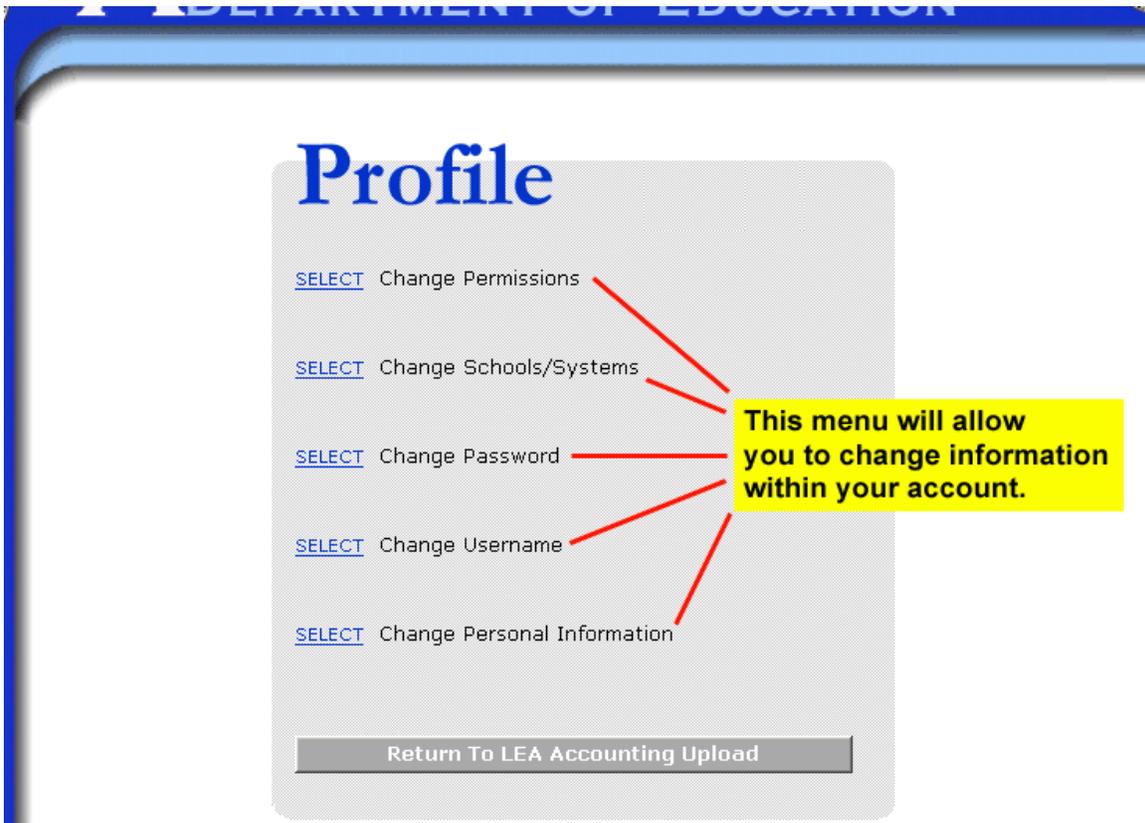
Figure 11

Note: if you already have a login account and need to add or remove an application you must use the "Change Permissions" option (Figure 11). To add an application, you'll need the PIN code for the application and role.