

Email Address: _____ Password: _____

A. Generate New Password

Note: New Users only

1. Open an **internet browser**.
2. Type www.EffectiveEducators.com in the address bar.
3. Click the Click Here link next to '**First Time User?**'
4. Type your email address in the **Email Address** box.
5. Click **Submit**.
6. Go to your school email account to find an email from no-reply@EffectiveEducators.com containing your username and password. Note: Check your spam/junk email folder if you do not see the email.
7. Click the link in the email or copy and paste the link into an internet browser.
8. Verify that the first name, last name, and email address displayed are correct.
9. *Optional:* If the first name, last name or email address are incorrect type in the corresponding box to correct the information.
10. Type a password in the **Change Password** box.
11. Retype the password in the **Confirm Password** box.
12. Click **Save**.

B. Log In

1. Open an **internet browser**.
2. Type www.EffectiveEducators.com in the address bar.
3. Type your username in the **Username** box.
4. Type your password in the **Password** box.
5. Click **Login**.

C. Change Password

1. Click **My Profile** in the top right corner of the screen.
2. Type a password in the **Change Password** box.
3. Retype the password in the **Confirm Password** box.
4. Click **Save**.

D. Forgot Password

1. Open an **internet browser**.
2. Type www.EffectiveEducators.com in the address bar.
3. Click the **Forgot your password?** link.
4. Type email address in the **Email Address** box.
5. Click **Submit**.
6. Go to your school email account to find an email from noreply@learningsciences.net containing your username and password. Note: Check your spam/junk email folder if you do not see the email.
7. Click the link in the email or copy and paste the link into an internet browser.
8. Verify that the first name, last name, and email address displayed are correct.
9. *Optional:* If the first name, last name or email address are incorrect type in the corresponding box to correct the information.
10. Type a password in the **Change Password** box.
11. Retype the password in the **Confirm Password** box.
12. Click **Save**.

E. Update Profile Information

1. Click **My Profile** in the top right corner of the screen.
2. *Optional:* Edit your first name or last name in the corresponding boxes.
3. *Optional:* Edit your email address in the Email box.
4. *Optional:* Check the checkbox to receive information from iObservation.
5. *Optional:* Upload a photo for a profile image by clicking Browse, then select a file and click Open.
6. Click **Save**.

F. Update Email Address

1. Click **My Profile** in the top right corner of the screen.
2. Type your new email address in the **Email** box.
3. Click **Save**.

G. Set or Update Email Notification Preferences

1. Click **My Profile** in the top right corner of the screen.
2. Scroll down to the **Email Notification Preferences** section near the bottom of the page.
3. *Optional:* Check the check box next to any or all of the email notification options.
4. Click **Save**.

Technical Training

Virtual technical training sessions are available. During the 45 minutes session an experienced technical trainer will spend one-on-one time with individual users around using iObservation features. Contact us at iObform@iObservation.com to learn more or purchase sessions.