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## How to Login

There are two ways to login to Accudemia, depending on your school configuration, you might be directed to your own school website (where you typically login for other apps), so you can use the ID and password you already use for other websites at your school (this process is called SSO, Single Sign-on), OR you might be directed to an Accudemia login page so you can put your Accudemia ID and Password (if you were provided with a password use it, otherwise click the "Forgot Password" link to set a new password)

In case you are taken to an Accudemia login page DO NOT use the authentication credentials you use at the systems in place at your school, you will need to use the Accudemia login and password provided by your admin or created by you. Click on the "forgot password link" to reset your password as needed

## Your Login Credentials

In order to login into **Accudemia** you'll need the following credentials:

1. **User ID** - This is typically your existing Student ID or Employee ID, ask your administrator as needed.
2. **Password** - This is what you'll need to sign-in, login, and manage your school's **Accudemia** account and will be provided by your **System Admin**.

A screenshot of a login form for "A Demo College". The form has a title "A Demo College" and a subtitle "Please enter your user information.". It contains two input fields: "User ID:" and "Password:". The "User ID:" field has a yellow border and contains the text "1 - -". The "Password:" field is empty. Below the "Password:" field is a link "Forgot your password?". At the bottom right of the form is a green "Log In" button.

Please notice that depending on the configuration in Accudemia instead of this authentication page you might see one of your school's regular login pages, this is normal and what it means is that you are authenticating in your school system prior to entering Accudemia, just use your login and password that you usually use to login in your school portal or website

## Forgot your Password/ Create your first password

If you forgot your password, or if you have not set a password yet then you can click the link “forgot your password”, and it will take you to a new form described here:

If you are unable to use the “forgot password” form, or if Accudemia does not send a message to your email to recover/set a new password after following the steps here then contact your center administrators for help

The screenshot shows a web form titled "Forgot your password?" with the instruction "Please enter the required information to validate your identity." The form contains the following elements:

- User ID:** A text input field with a note below it: "Must be the same registered in the system".
- Email:** A text input field.
- Enter the code shown:** A label next to a CAPTCHA image showing the code "VVRQML". Below the label is a link: "Try a different code".
- Enter the code shown above:** A text input field for the CAPTCHA code.
- It is not case sensitive.** A note below the CAPTCHA input field.
- This helps us prevent automated programs from sending spam.** A note below the CAPTCHA input field.
- Request Password:** A blue button.
- Go Back:** A white button with a blue border.

1. **User ID:** -Enter your ID for Accudemia.
2. **Email:** - Enter your email.
3. **Code** - Enter the Captcha code shown here, this is necessary as a verification that you are not a computer.
4. **Request Password** - Click on this button so Accudemia can authenticate this information, you should receive a link in your email to recover the password.
5. **Go Back** - Click on this button to go back to the previous page.

In case Accudemia finds a problem with the information provided you will see an error message, contact your Accudemia administrator for assistance or you can try to reset/recover your credentials by clicking on the “forgot password link” on your homepage

## Where to Login

This is the website that your school uses to login to **Accudemia** and typically is formatted like the following: <http://<myschool>.accudemia.net>, notice that in order to log in you will need to use a web browser like Google Chrome, Mozilla Firefox, Apple Safari, or similar on any device like a computer, tablet, or smartphone with an internet connection.

As noted above the **<myschool>** part of the website above and **User ID/Password** will typically be provided by your school's **Accudemia System Administrator**. [Click here](#) to learn how to contact your **System Admin**.

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