

Logging In to Expert TA

From the Expert TA home website, click on **Log In** in the top right corner of your screen. This will take you to the log in window.



Enter the user name and password you were given with the software, and click the **Log In** button. This will take you to the main *Class Management* page. If you happen to have forgotten your password, click on the blue words **Request Password Reset Email** and you will be presented with a new screen, where you will enter the email to which you wish your new password to be sent, and then click on the **Request Reset** button.

Welcome to Expert TA!

Log In


User Name:

Password:

[Log In](#)

Forgot your password? No Problem. Click here to reset your password

Trouble Logging in?
Note: Your User Name is the full e-mail address used during registration.
Forgot your password? [Request Password Reset Email](#)



To exit from this screen without requesting a new password, use the back arrow key on your browser.

Request Password Reset:

User Name:

[Request Reset](#)

Note: Enter the username and click the Request Reset button. Once you receive the e-mail use the link to reset/change password.

Edit Profile

To edit your profile hover your pointer over the words **My Account** on the black bar at the top of your screen. A drop-down menu will appear with three choices; click on **Edit Profile**.

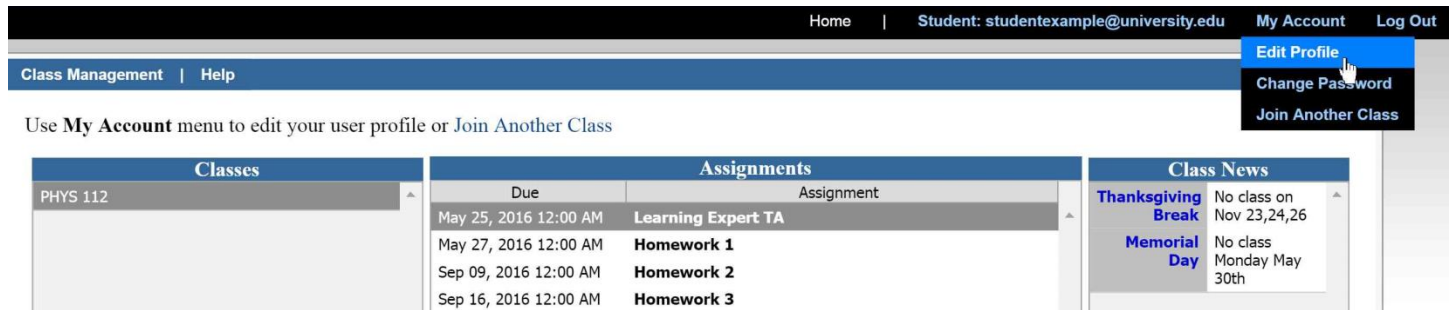


Figure 1: Edit Profile

The screen will now appear as in the figure below.

User Profile

First Name: Student
Middle Name:
Last Name: Example
Student No: 9837485

Edit Profile

Click here to edit your personal information.

Click here to change your Course Section

Class List

Name	Instructor	Description	Section
PHYS 112	etademo@instructor.com	General Physics	B change

Change Password

Change Password

Click here to change your password

Figure 2: User Profile Window

Change User Profile

First Name: Student
Middle Name: (optional)
Last Name: Example
Student ID/NO: 9837485

Save

Personal Information

To edit your personal information click the **Edit Profile** button (See Figure 3). Here you can make edits to your name and student ID number if you entered them incorrectly the first time.

Change Section in a Class

From the edit profile window, click on **change** under the Section heading (See Figure 2). You can now use the drop-down menu to select which section of the class you wish to be in. When complete, click the **Save** button. Your user profile window will now indicate which section you are enrolled in. If you have inadvertently chosen the wrong section, repeat the previous steps and change the section. Remember to click the **Save** button!

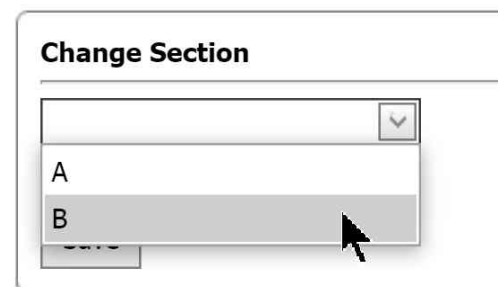


Figure 4: Change Section

Changing Your Password

You can change your password from the edit profile screen by clicking the **change password** button. Simply fill in the boxes with your old password, and then your new password. You must type in your new password again to verify that you have the same characters, then click the *Save* button.

You can also use the drop-down menu in the black bar across the top of your screen to change your password. Click on *My Account*, then **Change Password**. You will then be taken to the screen shown in Figure 5.

Change Password

Old Password:

New Password:

Confirm New Password:

Passwords are case sensitive.
A minimum of seven (7) characters are required.

We recommend using a combination of upper and lower case letters, numbers, and special characters for your security.

Figure 5: Change Password