

Transcript – Tutorial: Managing Your Stonewall Learning Account

[Writing on the screen says ‘changing your password’]

Speaker: So I'm going to change my password.

[Screen shows the Stonewall Learning home page. The person's name is shown in the top right corner of the home page.]

Speaker: I can log in, click my name.

[The screen changes to one titled ‘My Profile’. It shows the person's name and has hyperlinks which say ‘edit profile’ and ‘change password’.]

Speaker: Click change password.

[The screen changes to one titled ‘Change Password’. It has a box labelled ‘current password’, a box labelled ‘new password’ and a box labelled ‘confirm new password’. There is a button labelled ‘change password’.]

Speaker: Put in my current password, put in a new password, confirm the new password and then click change password.

[The screen changes to show the Stonewall Learning log-in page. It has a box labelled 'email', a box labelled 'password', a hyperlink labelled 'forgot your password' and a button labelled 'log in'.]

Speaker: If I've forgotten the password, I can go to Stonewall Learning, click forgot your password.

[The screen changes to show a Stonewall branded page which titled 'Forgot Password'. There is a box labelled 'email', with a 'send email' button.]

Speaker: I'll put in my email address for it to send me a link.

[The screen shows an e-mail with the subject heading 'Reset your Stonewall Learning password'. In the e-mail is a hyperlink which says 'reset your password now'.]

Speaker: I'll receive an email with a reset your password now link.

[The screen shows a page titled 'Set password'. It has a box labelled 'new password' and a box labelled 'confirm new password'. There is a button labelled 'set password'.]

Speaker: When I click on that link it will take me to Stonewall Learning to a page to set my password. So I can put in a new password, confirm it and click set password.