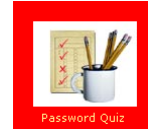


How to Take the Password Quiz

In order to participate in this class on the web, you must certify on the quiz that you have changed your password

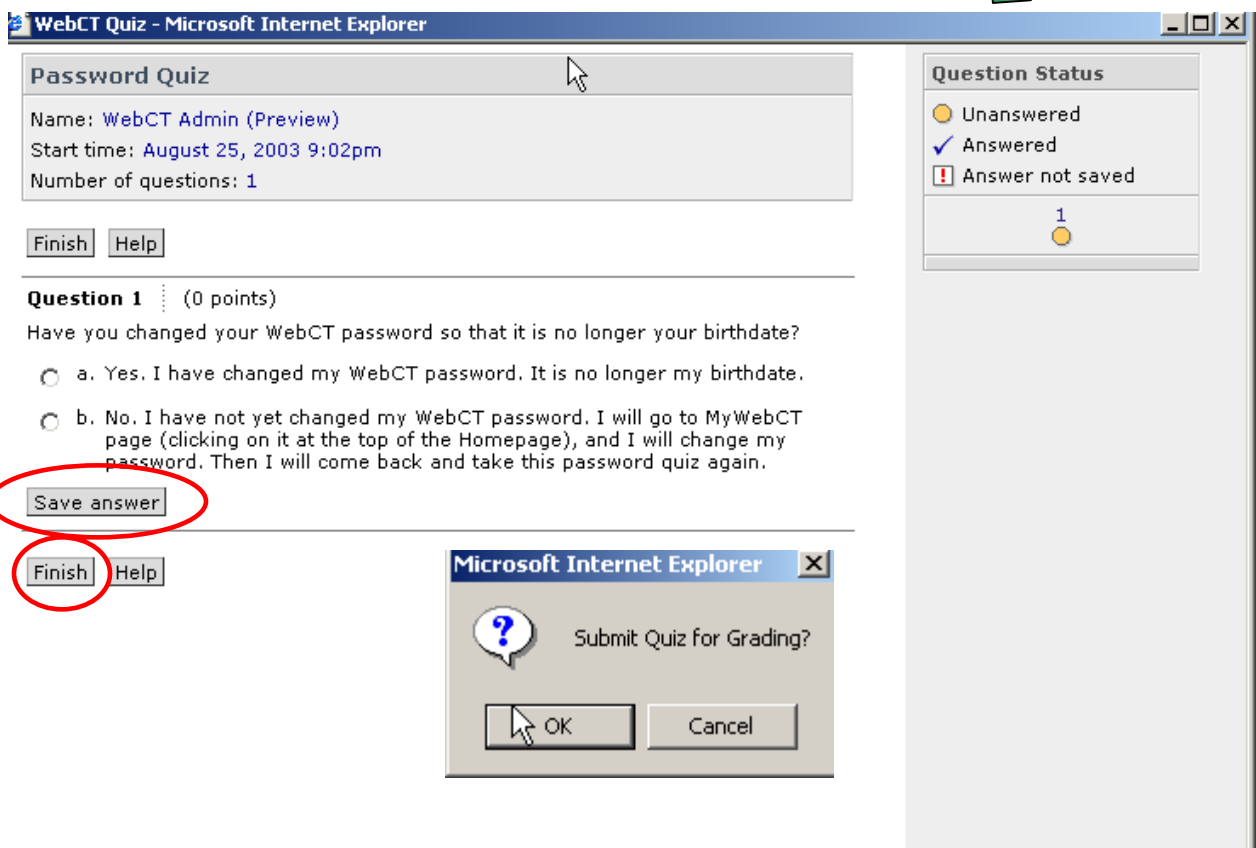
If you experience technical problems logging in or using WebCT, contact the Student Help Desk at 818.240.1000 x3457 (E-H-L-P) or email ehlp@glendale.edu.

Step 1: To do so, just click on the PASSWORD QUIZ icon and take the quiz.

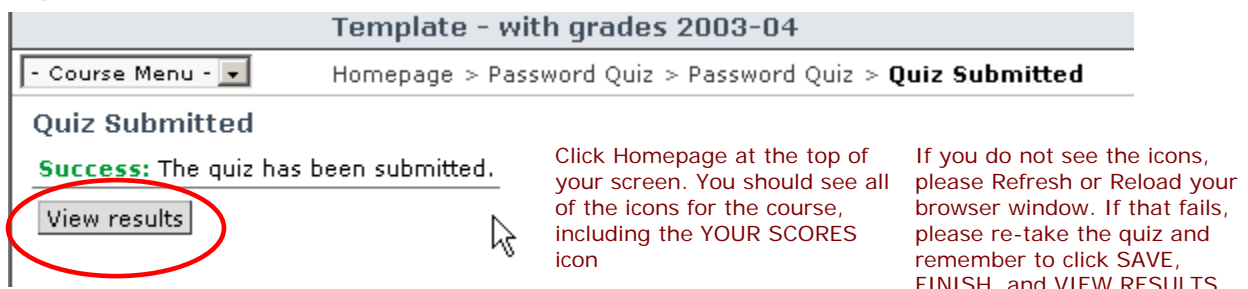


Be sure to click SAVE ANSWER you should see a check box once you have saved your answer. If you see a gold circle it means that you have not saved your answer.

Step 2: Then click FINISH to submit your quiz



Step 3: Once you have submitted your quiz, you will need to Click VIEW RESULTS as this signals the computer to score the quiz and record the results



Click Homepage at the top of your screen. You should see all of the icons for the course, including the YOUR SCORES icon

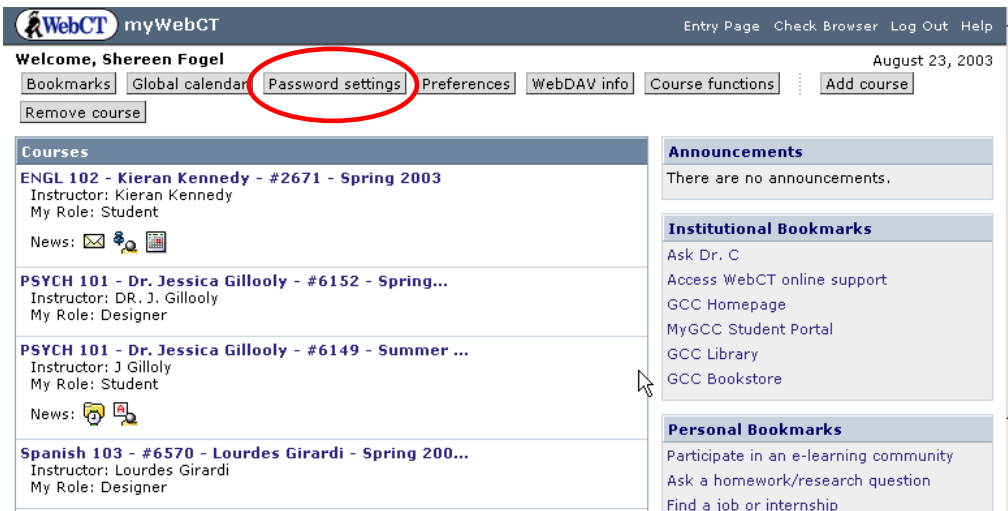
If you do not see the icons, please Refresh or Reload your browser window. If that fails, please re-take the quiz and remember to click SAVE, FINISH, and VIEW RESULTS.

How to Change Your Password

To protect your privacy and make sure that no one other than you can log into your WebCT course, it is important that you **CHANGE YOUR PASSWORD.**

If you experience technical problems logging in or using WebCT, contact the Student Help Desk at 818.240.1000 x3457 (E-H-L-P) or email ehlp@glendale.edu.

Step 1: Click on the link at the top of your MyWebCT Page called **PASSWORD SETTINGS.**

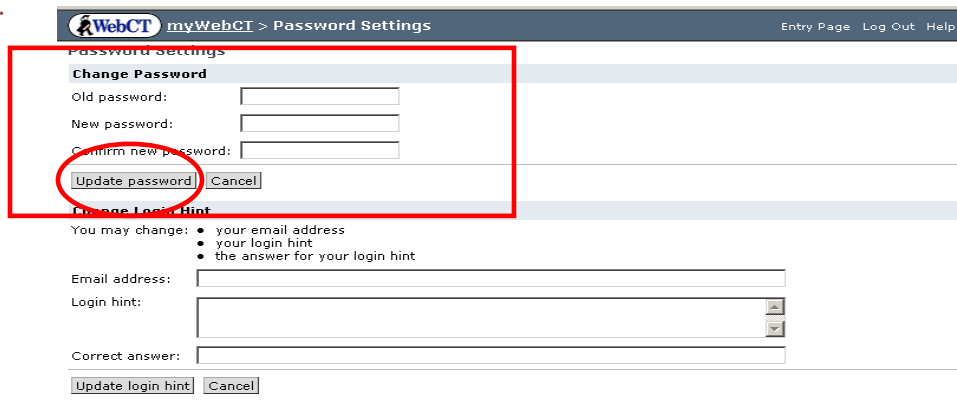


The screenshot shows the myWebCT interface. At the top, there is a navigation bar with links: Entry Page, Check Browser, Log Out, Help. Below this, a welcome message reads "Welcome, Shereen Fogel" with the date "August 23, 2003". A horizontal menu contains several items: Bookmarks, Global calendar, Password settings (circled in red), Preferences, WebDAV info, Course functions, and Add course. Below the menu, there are sections for Courses, Announcements, Institutional Bookmarks, and Personal Bookmarks. The Courses section lists several courses with their respective instructors and roles.

Step 2: On the Next Screen, you will need to **ENTER YOUR OLD PASSWORD** (this is your birthdate in the MMDDYY format, example June 7, 1986 would be 0060786).

Then **ENTER A NEW PASSWORD THAT YOU MAKE UP.** The new password must be at least 4 characters, and should be something easy to remember and that only you would know.

You will need to **ENTER THE NEW PASSWORD AGAIN** in the CONFIRM NEW PASSWORD field to insure that what you typed is correct.



The screenshot shows the "Password Settings" page. The "Change Password" section is highlighted with a red box. It contains three input fields: "Old password:", "New password:", and "Confirm new password:". Below these fields are two buttons: "Update password" (circled in red) and "Cancel". Below the "Change Password" section is the "Change Login Hint" section, which includes a list of options to change (email address, login hint, answer for login hint), and three input fields: "Email address:", "Login hint:", and "Correct answer:". At the bottom of this section are two buttons: "Update login hint" and "Cancel".

Step 3: Once you have done this, click on **UPDATE PASSWORD.**

Step 4: Click Continue. *The next time you login, be sure to use your new password.*