

### What type of iObservation log in user are you?

*I have a district specific url provided to me by an administrator in my district. The url may look like <https://ASchoolDistrict.EffectiveEducators.com>.*

Yes: you are a single sign-on user.

No: you are NOT single sign-on user.

*I use the same credentials (username or email and password) to log into my district sites or network AND my district manages and maintains these credentials.*

Yes: you are single sign-on user.

No: you are NOT single sign-on user.

If you answered *yes* to one or more of the questions above, you are a single sign-on user.

Please follow the items below listed as “Single Sign-on users” and “All users”

If you answered *no* to both of the questions above, you are NOT using single sign on. Please follow the items below listed as “NOT using Single Sign-on” and “All users”

### **A. Single Sign-on Users Log In** – Single Sign-on users

Note: Single sign-on is a configured process between your district and iObservation where you, as the user, use a single set of district managed credentials (typically username or email and password) to access iObservation. Please see above to determine if you are a Single Sign-on user.

1. Open an **internet browser**.
2. Use your district specific url to access your district’s log in page.  
Note: This process will vary by district, but your url should look similar to:  
<https://ASchoolDistrict.EffectiveEducators.com>
3. Follow the on screen prompts or instructions to log in.

### B. Generate New Password – For any user in a district NOT using Single Sign-on

Note: New Users only

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

Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

### C. Log In – For any user in a district NOT using Single Sign-on

1. Open an **internet browser**.
2. Type [www.EffectiveEducators.com](http://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**.

### D. Change Password – For any user in a district that is NOT using Single Sign-on

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

### E. Forgot Password – For any user in a district that is NOT using Single Sign-on

1. Open an **internet browser**.
2. Type [www.EffectiveEducators.com](http://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@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**.

### F. Update User Information – All users

1. Click **your name** in the top right corner of the screen.
2. Click **My Settings**.
3. *Optional:* Edit your first name or last name in the corresponding boxes.
4. *Optional:* Edit your email address in the Email box.  
*Note:* Single Sign-on districts: editable items maybe limited based on your district's single sign-on configuration.
5. *Optional:* Check the checkbox to receive information from iObservation.
6. *Optional:* Upload a photo for a profile image by clicking Browse, then select a file and click Open.
7. *Optional:* Check the checkbox to Save My Filter Selection(s). This will save any filters you apply to a list view.
8. Click **Save**.

### G. Update Email Address - For any user in a district that is NOT using Single Sign-on

#### H. Click **your name** in the top right corner of the screen.

1. Click **My Settings**.
2. Type your new email address in the **Email** box.
3. Click **Save**.

### I. Set or Update Email Notification Preferences – All users

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