

New to Glow – Quick start guide

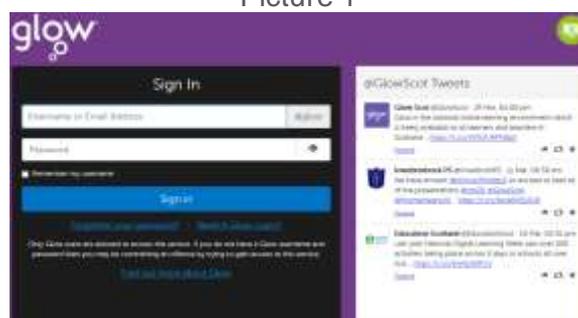
These instructions will give you a simple step-by-step guide on how to log in to Glow, change your password and add/edit a recovery email address as important first steps.

To access Glow you **must** have a note of your username and password which has been provided by your school or local authority.

Logging in to Glow

1. Go to the following web address - <https://glow.rmunify.com/>. You will then see a screen like the picture below (Picture 1)

Picture 1

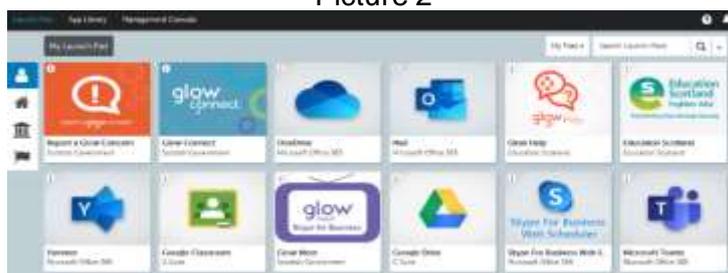


2. Enter your **username** in the top box that has the text 'Username or Email address' in it
3. Enter your **password** in the bottom box that has the text 'password' in it
4. Click on the button 'Sign In'

The Glow Launch Pad 2

When you log in to Glow, you will see a Launch Pad like the picture below (Picture 2). The Launch Pad provides links to all of our Glow services and resources. You are able to amend your Launch Pad to add apps from the app library that best fit your learning programme. For more information please visit <https://glowconnect.org.uk/help-with-glow/glow-launchpad/>

Picture 2



Changing your Glow password

1. Once you are logged in to Glow, click on your name in the top right corner and select **'Change Password'** from the drop-down menu.
2. You will be asked to enter your current password and then your new password twice. Tips on how to create acceptable passwords can be found here - <https://glowconnect.org.uk/password-guidance/>
3. Click **'Change Password'**. Your password has now been updated.

Remember to keep your password safe and do not share this information with others.

Adding a recovery email address in Glow

Detailed information on this can be found at <https://glowconnect.org.uk/help-with-glow/glow-launchpad/accounts-and-passwords/logging-into-glow/>. A quick step summary can be found below.

1. Once you are logged in to Glow for the first time, in the field **'Password recovery email address'**, enter an address that is **NOT** your Glow email address. This is where your password replacement information will be sent should you ever forget your login details.
2. Click the **'Save'** button
3. Your recovery email address has now been added.

Editing a recovery email address in Glow

1. Once you are logged into Glow, click on your name in the top right corner and select **'My Profile'** from the drop-down menu.
2. Click on **'Password Recovery'**
3. Enter an email address that is **NOT** your Glow address in the text box
4. Click **'Save'**
5. Your recovery email address has now been updated.

Further information

For a more in-depth breakdown of how to use Glow, please find below some useful links:

- For further information on Glow please visit <https://glowconnect.org.uk/>
- For further information on using Glow please visit <https://glowconnect.org.uk/about-glow/>
- For further information on accounts and passwords please visit <https://glowconnect.org.uk/help-with-glow/glow-launchpad/accounts-and-passwords/>
- For further information on the Glow Launchpad please visit <https://glowconnect.org.uk/help-with-glow/glow-launchpad/>
- For further information on how to Report a Concern please visit <https://glowconnect.org.uk/about-glow/report-a-concern/>