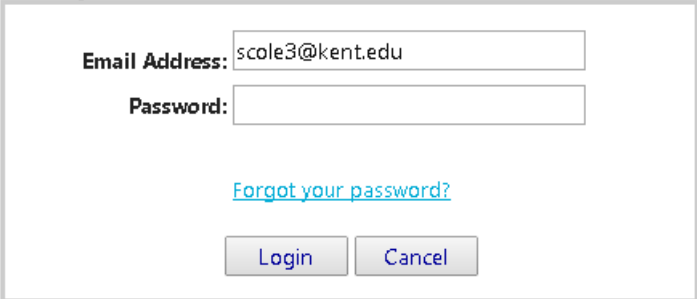


How to ESTABLISH your evaluation password (for first time access)

If this is your first time accessing the online evaluation process, you can establish an evaluation password by:

1. Access your homepage log-in site at
<https://videsktop.kent.edu/viEvalHomepage/login.aspx>
2. In the "Email Address" field, enter your entire email address
3. Leave the "Password" field blank
4. Select "Login"



The image shows a web form titled "User Login". It contains two input fields: "Email Address:" with the text "scole3@kent.edu" entered, and "Password:" which is empty. Below the fields is a blue hyperlink that says "Forgot your password?". At the bottom are two buttons: "Login" and "Cancel".

5. The next screen will prompt you to create a password
6. Your "Old Password" field should be left blank
7. Enter a "New Password"
8. Enter new password again to confirm



The image shows a web form titled "User Login" for password creation. It contains three input fields: "Old Password:" which is empty, "New Password:" with "*****" entered, and "Confirm Password:" with "*****" entered. At the bottom are two buttons: "Change" and "Cancel".

9. Select "change". You will be redirected to your evaluation homepage.
10. Keep in mind that the evaluation program **does not 'sync' with your FlashLine password.**