

Creating an AutoLogin

1

AutoLogin allows you to create a shortcut that will take you to EducationCity.com and log you in without the need to use your username and password. This shortcut:

- Allows quick and easy access to the resource for staff and pupils
- Ensures login details are kept safe as per the terms and conditions of your license.

You can put an AutoLogin link:

- On a desktop
- In a folder for resources
- In the program menu
- In a password-protected area of your learning platform.

Please be aware that the permissions on your network profile may have been modified so that you cannot add items to your desktop, or other areas of your network. If this is the case, please contact your network administrator to distribute your AutoLogin link.

2

When you login manually via www.educationcity.com you will be asked if you would like to create a desktop shortcut*. To create a shortcut at this stage, please follow the prompts. Please make sure that you **run** the file when asked.

*Please be aware that the permissions on your network profile may have been modified so that you cannot add items to your desktop. If this is the case, please contact your network administrator.

3

Once you have logged into the site, the next time you go www.educationcity.com, it can automatically log you in, depending on the settings on your computer. If this happens, and you would like to create an AutoLogin, please follow the steps in box 5 to find details of your link.

Please follow the usual steps of your operating system to create a new shortcut i.e.

- PC—right click in the area you would like to create your shortcut and open the **New** menu, and then click **shortcut**. Paste the link into shortcut location box.
- Mac—Use the **Bookmarks** option in the top menu bar, choose **Manage Bookmarks** and then **New Bookmark**. You can then paste the link into the bookmark location.

4

Terms of your license with EducationCity.com regarding login details.

Your license covers use within your school or educational establishment only. We therefore strongly recommend the use of AutoLogin to keep your login details safe and avoid license breaches.

Current staff may have the details so that they can access off site for planning and preparation purposes only.

To change your password, please contact us, but please be aware that changing your password will require all AutoLogins updating.

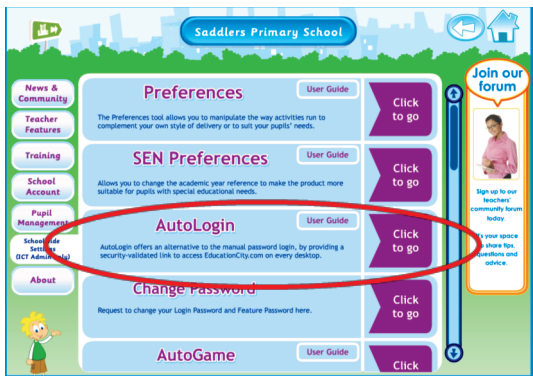
5



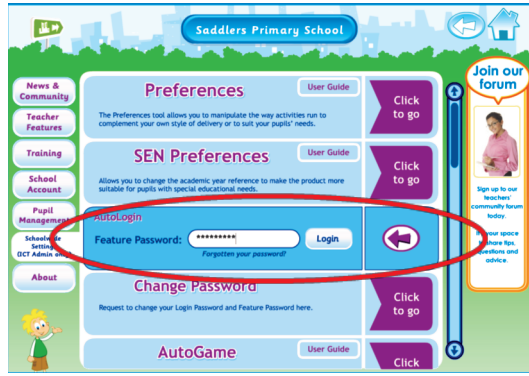
1. Click on the **Teacher Area** button.



2. Then click on the **Schoolwide Settings** tab.

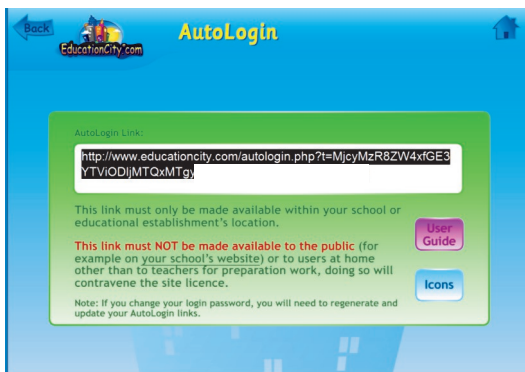


3. Click **AutoLogin**.



4. You will be asked for your **Feature Password**. Please enter it, and click **Login***.

*If you don't know your feature password, please contact your EducationCity administrator in your school.



5. Your AutoLogin link is displayed on screen. Please highlight and copy it. It can now be pasted into the new shortcut you are make on your desktop, or wherever you are creating it.

6

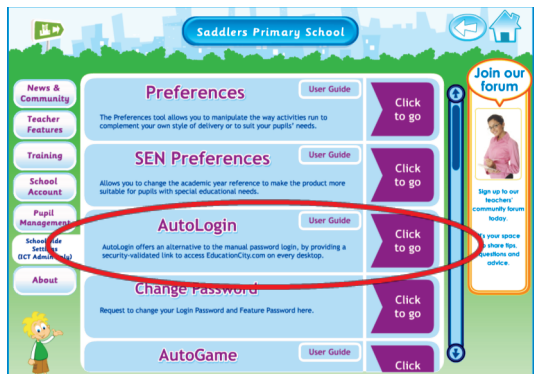
We also provide a range of Educationcity.com themed icons that you can use to easily identify your shortcut by. To download one of these, follow the steps below.



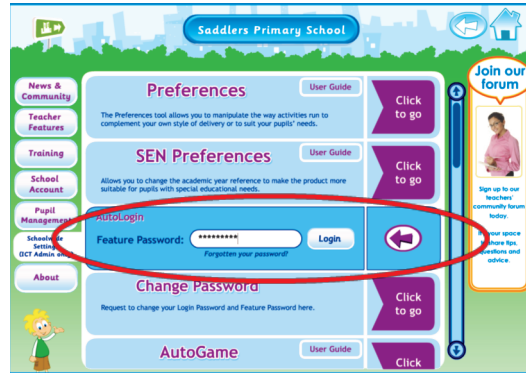
1. Click on the **Teacher Area** button.



2. Then click on the **Schoolwide Settings** tab.

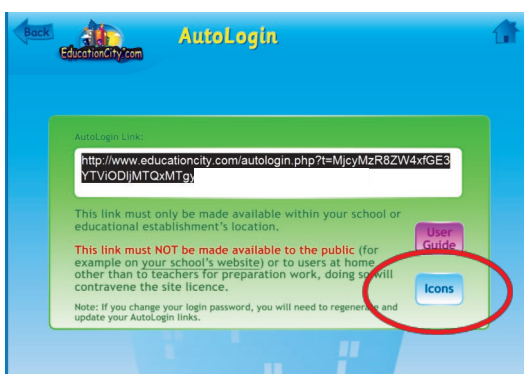


3. Click **AutoLogin**.

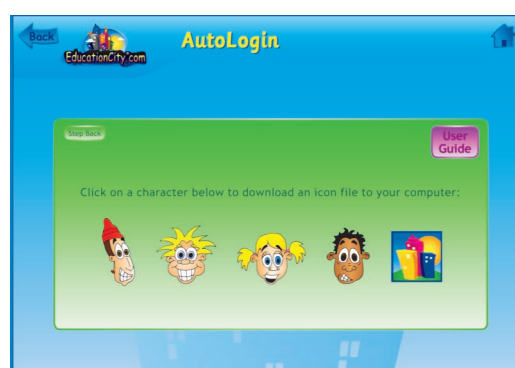


4. You will be asked for your **Feature Password**. Please enter it, and click **Login***.

*If you don't know your feature password, please contact your EducationCity administrator in your school.



5. Click on the **Icons** button



5. Click the icon that you would like and save it when prompted. You can then follow the usual procedure for changing icons for your operating system.