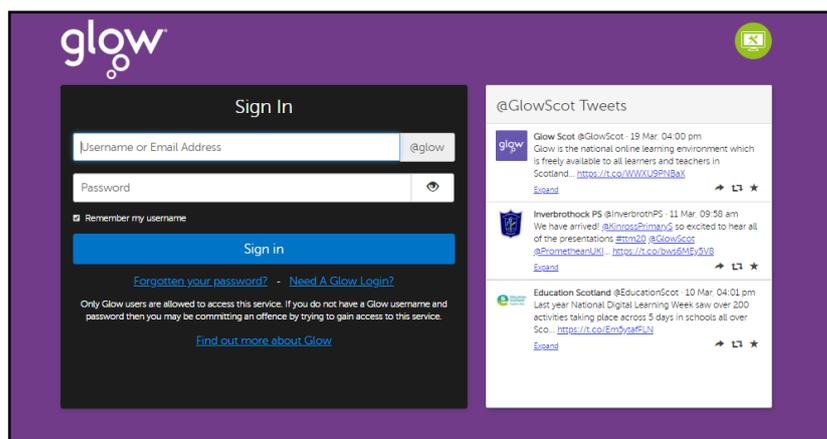


Signing in to Glow

Step 1: Sign in to glow

Access the sign in page by visiting

<https://glow.rmunify.com/>



Step 2:

P1-3 you **will not** be asked to change your password. You can move to Step 3.

P4-7 You **will** be asked to change your password

P4-7 only: You will be asked to change your password when you first log in so that only you can access your account.

Enter your current password and your new one twice. You will be told if your new password is strong enough, for example, **red bus** is strong enough but **password1234** is not. Two words is good. Using words like 'password', consecutive numbers (numbers in order) or other overly common passwords are not good.

Look for the word 'acceptable' to appear next to the traffic light bar underneath the password boxes, as shown below:

After you have chosen 'Change Password' you will be asked to log in to Glow using this new password. A Glow password never expires.

Step 3 – Password recovery

Finally, you will be asked to set up a password recovery email address. This will allow you to reset your password at any time e.g. after normal school hours or during holidays when support staff might not be available.

Speak to an adult about using their email address as your recovery address.

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. Click the 'Save' button.

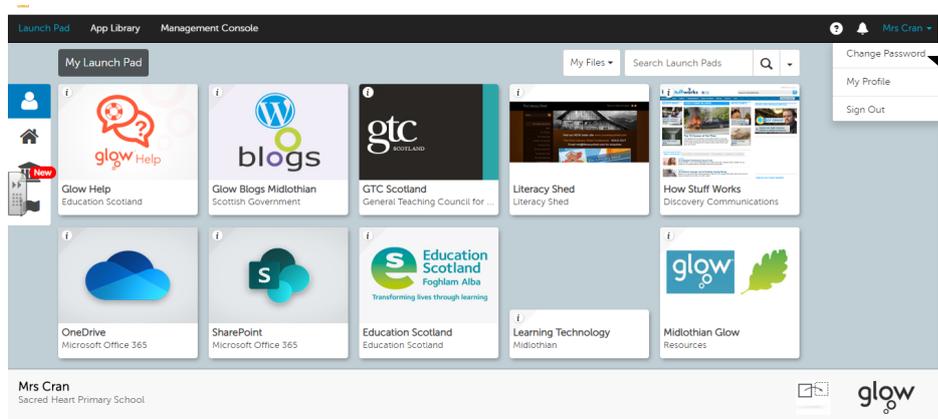
You will receive an email from RM Unify to your recovery email address asking you to confirm your request. You will have 48 hours to do this. If you do not receive a confirmation email, check your 'Spam' and 'Junk' folders. If it's there, take the option to trust the sender.

Extra Information:

Changing your Glow password

You can change your password by clicking on your name in the top right hand corner of the [Glow Launch Pad](#).

Select 'Change Password' from the drop-down menu and follow the steps as outlined in Step 2.



Changing your Glow password recovery email address

You can change your password recovery email address by clicking on your name in the top right hand corner of the [Glow Launch Pad](#).

Select 'My profile' from the drop-down menu and follow the steps to enter a password recovery email address.

