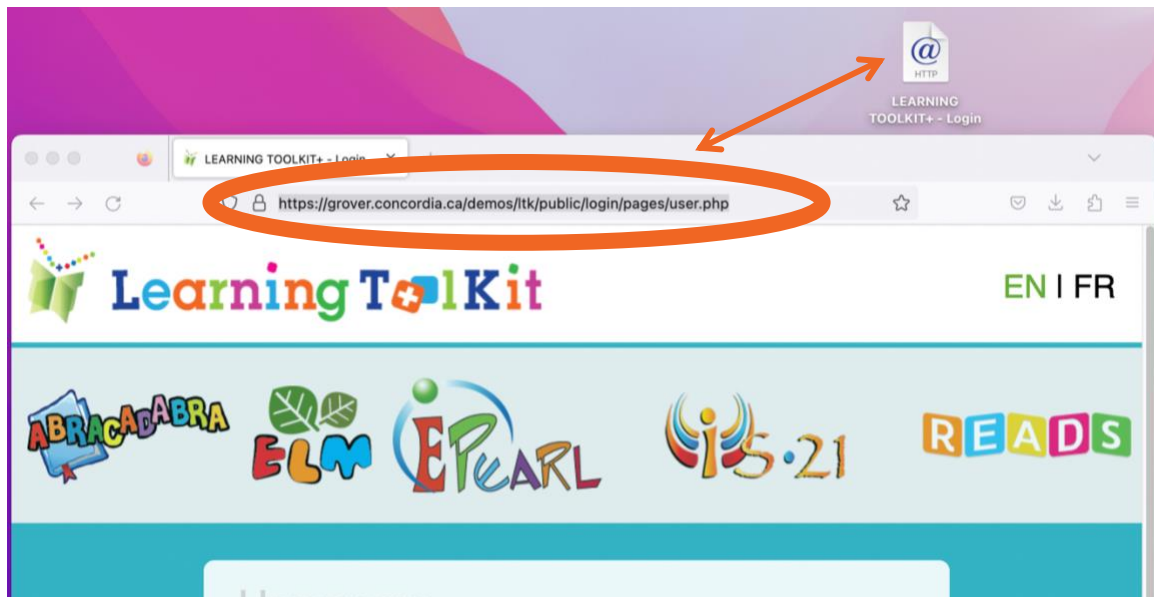# QUICK TIPS

Create a Shortcut
You can create a shortcut on your desktop for quick access to the LTK+.

1) Click on the URL.

2) Drag the URL to the desktop.

Teacher Instructions for Changing Learners' Username or Password
As a teacher, it is possible for you to view and edit learners' account information. Note that usernames may not be changed as these are set by the software. However, nicknames are defined by the learner and also may be changed by the teacher.

IF YOU WANT TO CHANGE THE NICKNAME OR PASSWORD OF ONE LEARNER…
1) Click on the Manage button (from the LTK+ lobby).

2) Click on the *My Students* button.

Note: You can filter the list of learners by class.

Don't see a learner's name in your list?
You must be linked to the class the learner is in, in order to view their details. Contact your administrator if there is a problem.

3) Click on the pencil icon. Next to the learner's name.
The learner's information is loaded at the top of the screen.

List of Students	Link / Unlink	New Work

Edit

First Name Vanitha

Family Name Pillay

Nickname Van *Please let students choose their own nicknames.*

Username vanitha ☑ *Let LTK+ choose the username.*

Password 2020

ePEARL Level 3

Cancel Save & Close

4) Type a new username in the *Nickname* textbox.

5) Type a new password in the *Password* textbox.

6) Click the *Save & Close* button to make changes.
Save & Close

IF YOU WANT TO CHANGE THE PASSWORD FOR ALL OF YOUR LEARNERS…

1) Click on the *Select All* button ☑

2) Click on the *Update Selected Students* button 🖊 (just above *Select All*).

3) Click on the password dropdown menu.

4) Select the "Set fixed password" option.

5) Type in a new password for your learner.
   "123" will appear by default but you can adjust this.

6) Click on the *Update Selected Students* button [Update Selected Students] to implement changes.
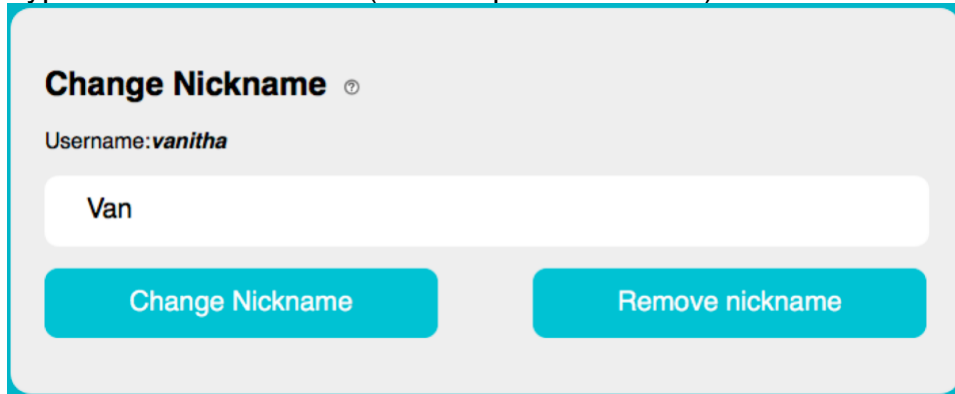
Learner Instructions for Changing Their Own Username or Password

You can guide your learners on how they can edit their own username or password.
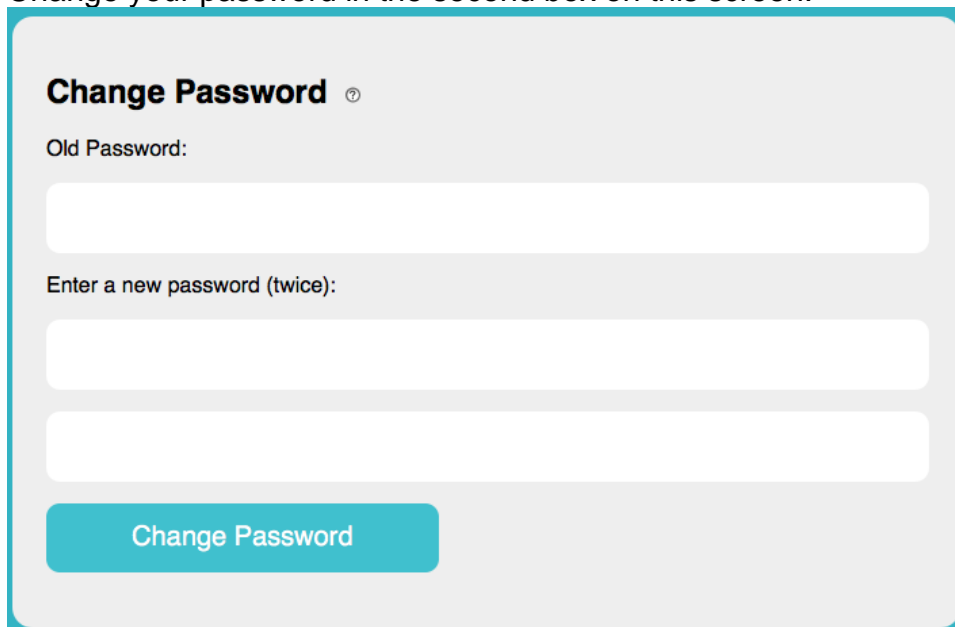
1) Click on the My Account button (from the LTK+ lobby).
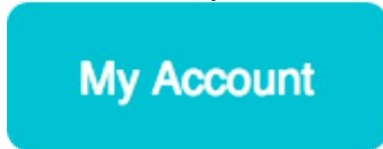
2) Type in a new username (at the top of the screen).

3) Click on the *Change Nickname* button when done.

4) Change your password in the second box on this screen.

5) Click on the Done Editing button to return to the LTK+ lobby.