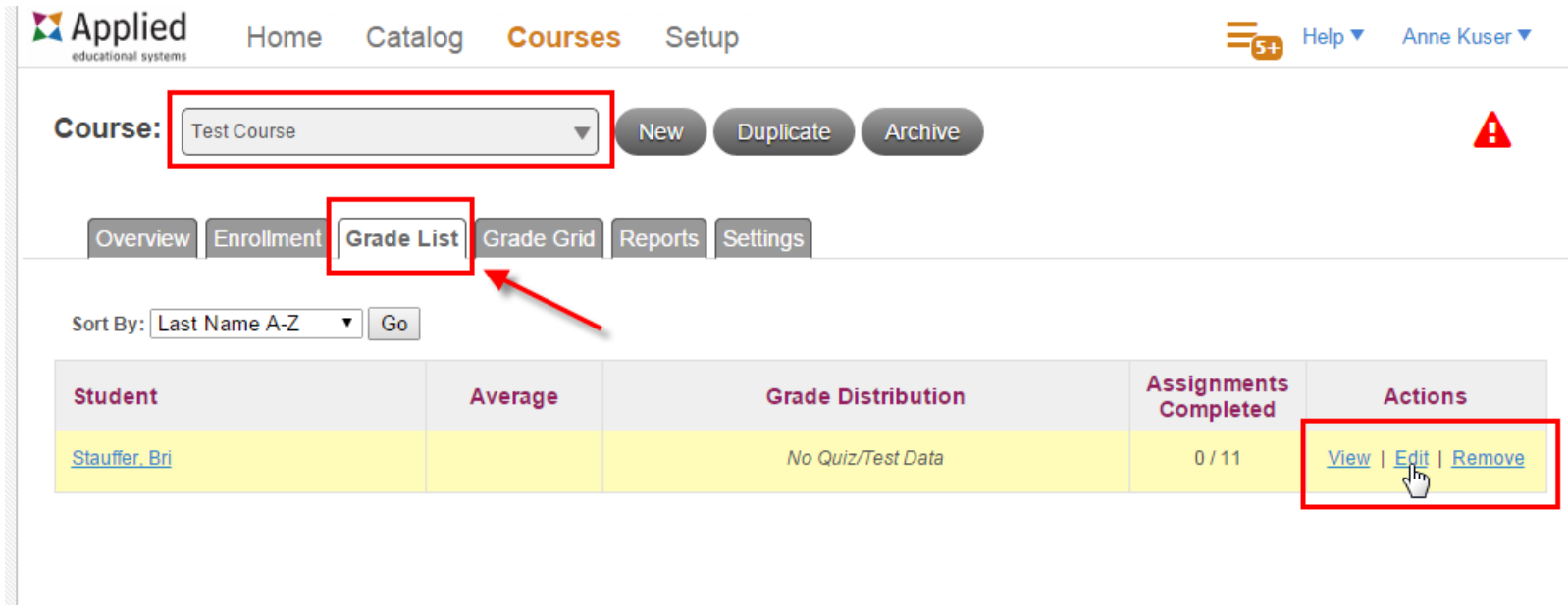


Reset a Student Password

Start by logging in to your teacher account at learn.aeseducation.com

Then go to the course that the student is in.

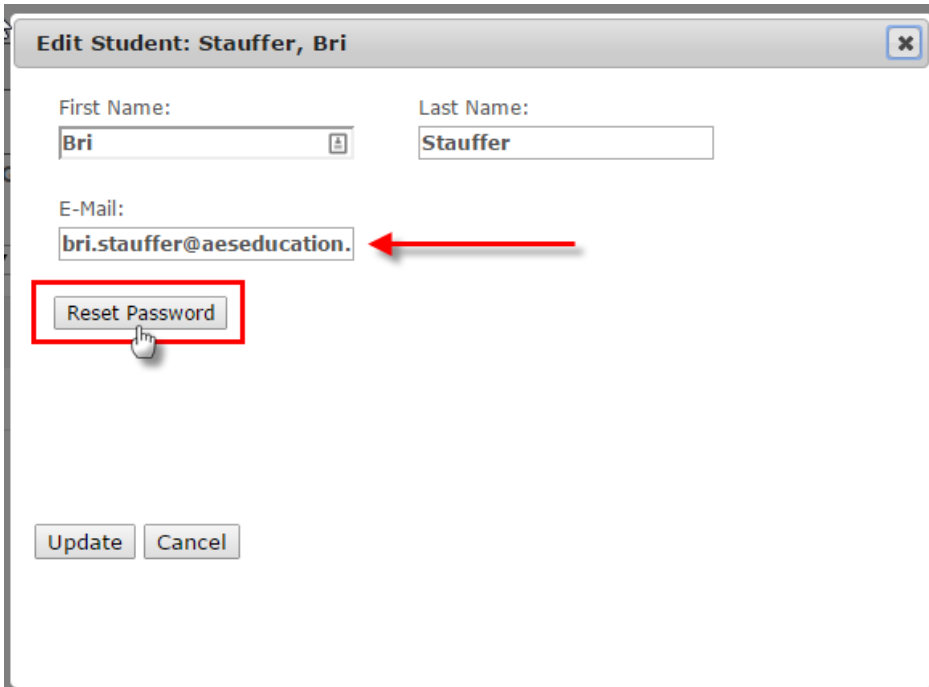
Once in the course, find the student on your Grade List and click Edit:



The screenshot shows the Applied educational systems interface. At the top, there are navigation links: Home, Catalog, Courses (highlighted), and Setup. On the right, there is a user profile for Anne Kuser and a Help link. Below the navigation bar, there is a section for the current course, 'Test Course', with buttons for New, Duplicate, and Archive. A red box highlights the 'Test Course' dropdown menu. Below this, there are tabs for Overview, Enrollment, Grade List (highlighted with a red box and a red arrow), Grade Grid, Reports, and Settings. Below the tabs, there is a 'Sort By' dropdown set to 'Last Name A-Z' and a 'Go' button. The main content area is a table with the following columns: Student, Average, Grade Distribution, Assignments Completed, and Actions. The first row of data shows the student 'Stauffer, Bri' with an average of 'No Quiz/Test Data' and 0 / 11 assignments completed. The 'Actions' column for this student has links for View, Edit (highlighted with a red box and a red arrow), and Remove.

Student	Average	Grade Distribution	Assignments Completed	Actions
Stauffer, Bri		No Quiz/Test Data	0 / 11	View Edit Remove

When you click Edit, this will open the student's profile.
First make sure the student's email is correct.
If incorrect, edit it in the box.
If the email IS correct, click Reset Password.



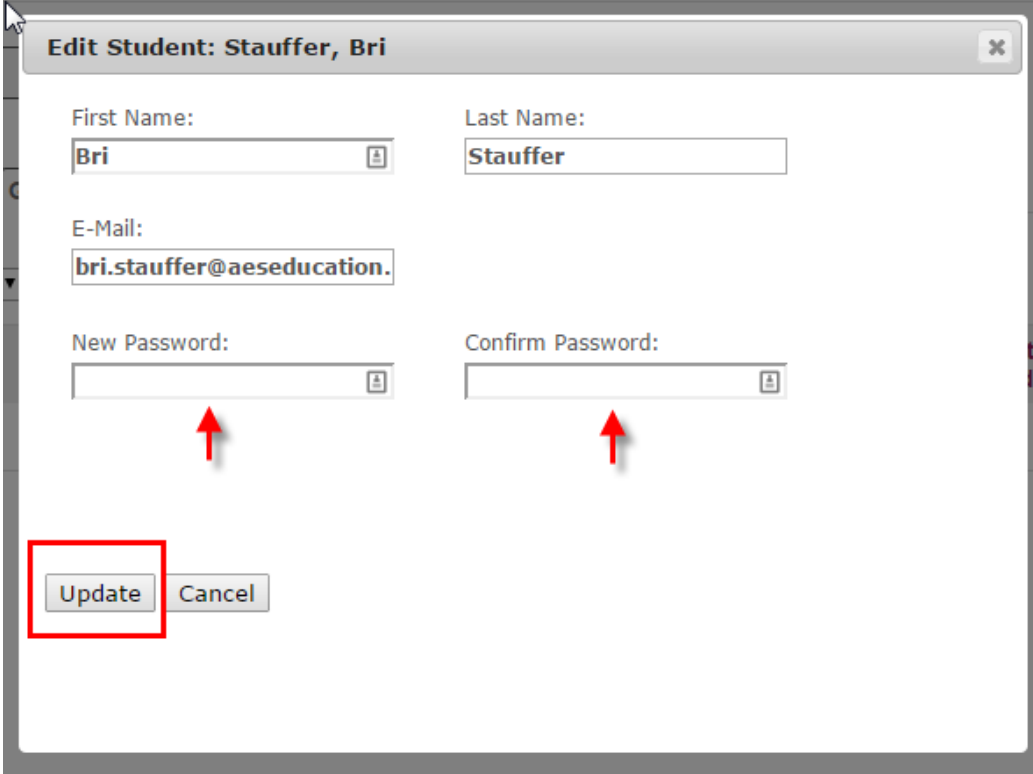
Edit Student: Stauffer, Bri

First Name: Last Name:

E-Mail:

When you click Reset Password, you are able to create a New Password for the student. Have the student enter the password themselves so you don't know it.

Make sure you remember to click Update!



Edit Student: Stauffer, Bri

First Name:

Last Name:

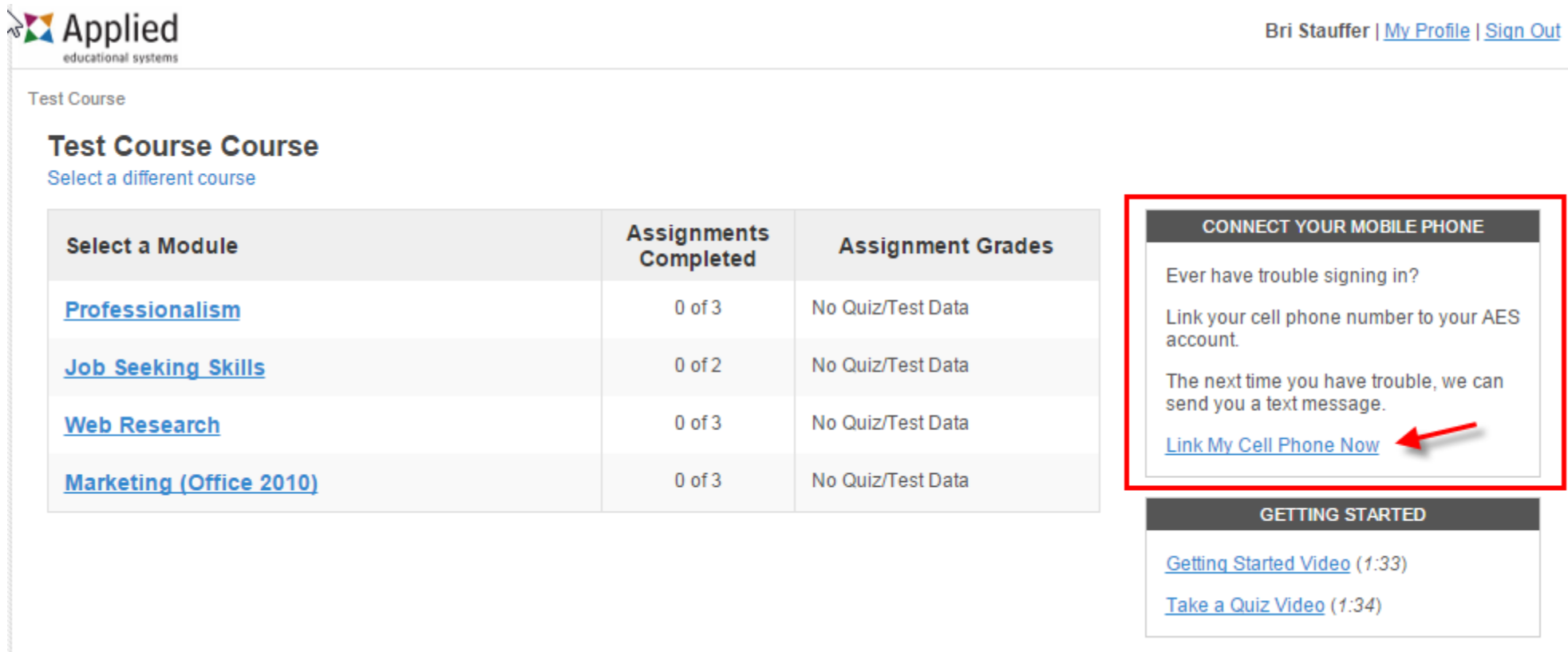
E-Mail:

New Password:

Confirm Password:

Here's a tip for your students:

When your student logs in, they have an option to link their cellphone to their AES account.



Applied
educational systems

Bri Stauffer | [My Profile](#) | [Sign Out](#)

Test Course

Test Course Course
[Select a different course](#)

Select a Module	Assignments Completed	Assignment Grades
Professionalism	0 of 3	No Quiz/Test Data
Job Seeking Skills	0 of 2	No Quiz/Test Data
Web Research	0 of 3	No Quiz/Test Data
Marketing (Office 2010)	0 of 3	No Quiz/Test Data

CONNECT YOUR MOBILE PHONE

Ever have trouble signing in?

Link your cell phone number to your AES account.

The next time you have trouble, we can send you a text message.

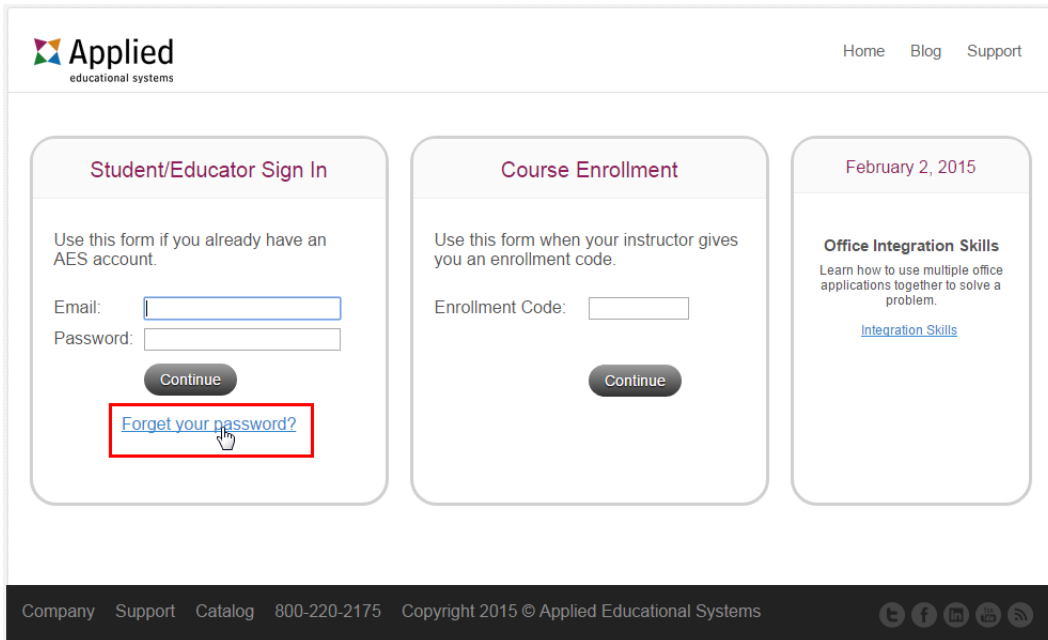
[Link My Cell Phone Now](#)

GETTING STARTED

[Getting Started Video](#) (1:33)

[Take a Quiz Video](#) (1:34)

If they ever forget their password, on the log in screen, they can click “Forget your password?” and have the option for AES to text them.



Applied educational systems

Home Blog Support

Student/Educator Sign In

Use this form if you already have an AES account.

Email:

Password:

[Continue](#)

[Forget your password?](#)

Course Enrollment

Use this form when your instructor gives you an enrollment code.

Enrollment Code:

[Continue](#)

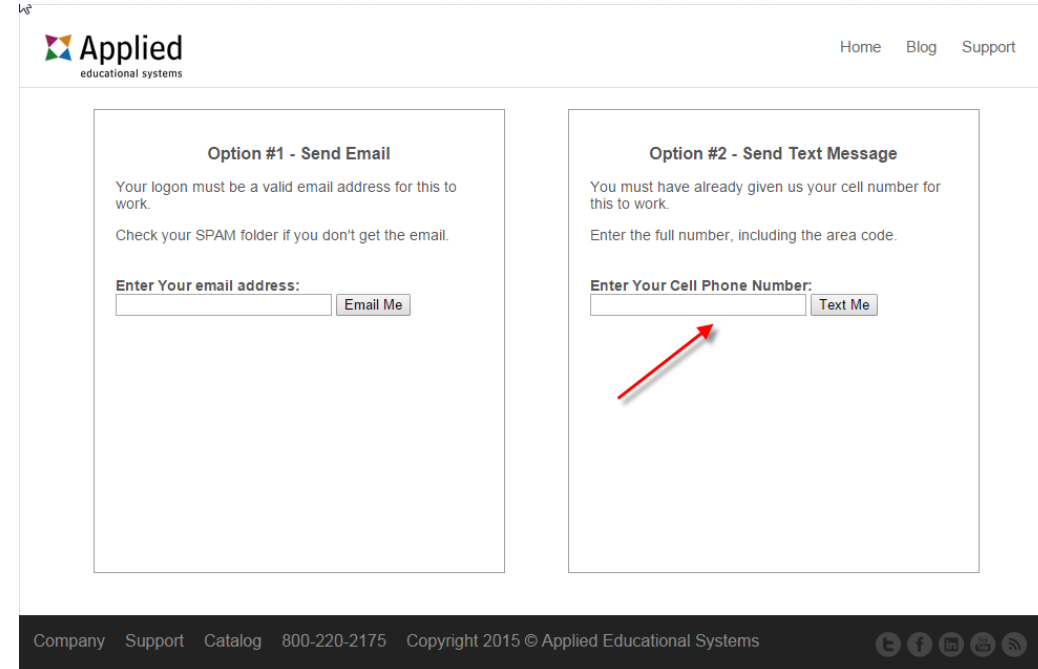
February 2, 2015

Office Integration Skills

Learn how to use multiple office applications together to solve a problem.

[Integration Skills](#)

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Applied educational systems

Home Blog Support

Option #1 - Send Email

Your logon must be a valid email address for this to work.

Check your SPAM folder if you don't get the email.

Enter Your email address: [Email Me](#)

Option #2 - Send Text Message

You must have already given us your cell number for this to work.

Enter the full number, including the area code.

Enter Your Cell Phone Number: [Text Me](#)

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Still need help? Don't worry!

Just contact the AES Support Team, we'd be happy to help.

Phone – 800-220-2175 ext. 8

Email – support@aeseducation.com