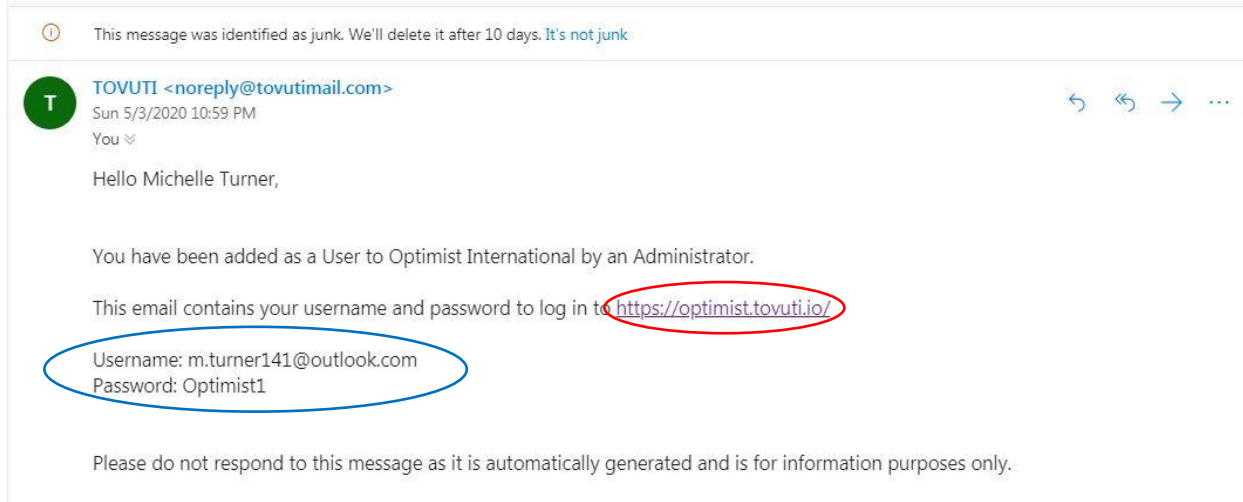




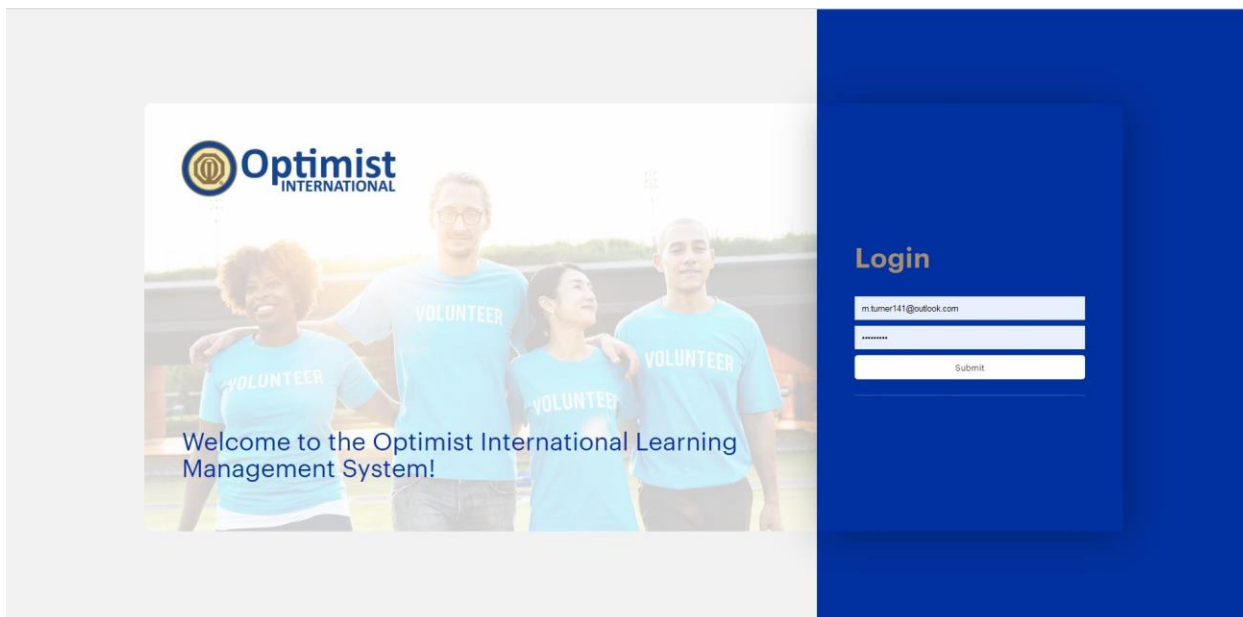
Logging into the LMS

1. Check your Gmail that you set up for your Club. You will look for an email from "TOVUTI". Be sure to check your junk mail if you do not see it in your inbox. (When doing this for myself, the email went into the junk folder. Here is a picture of what the email will look like.

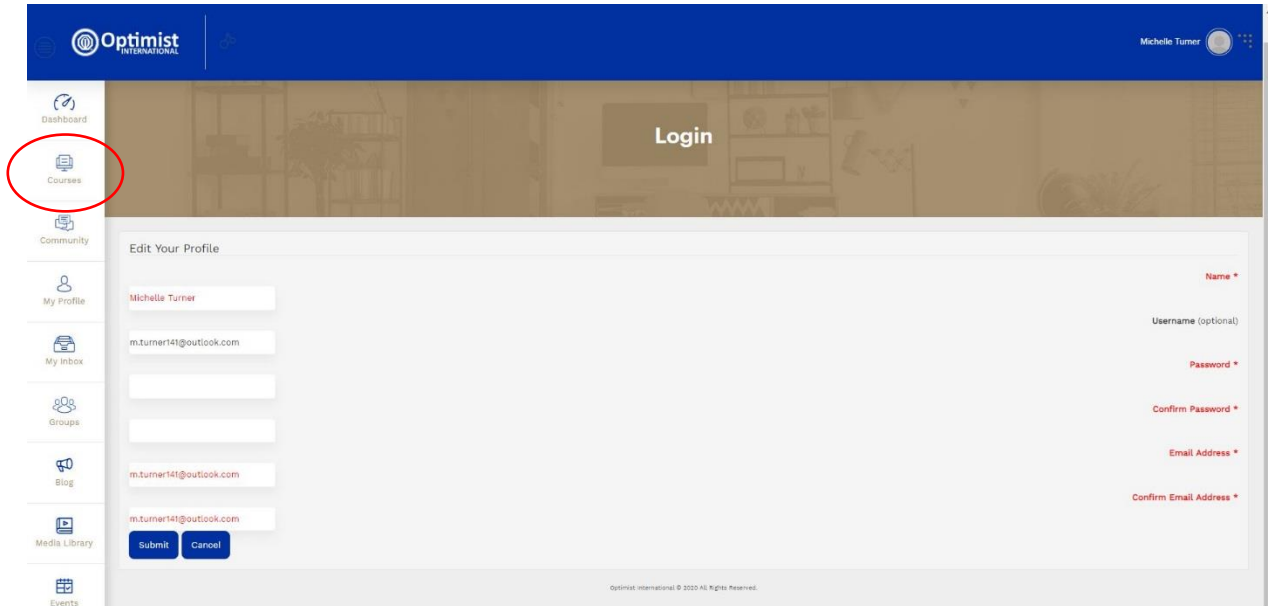
New User Details



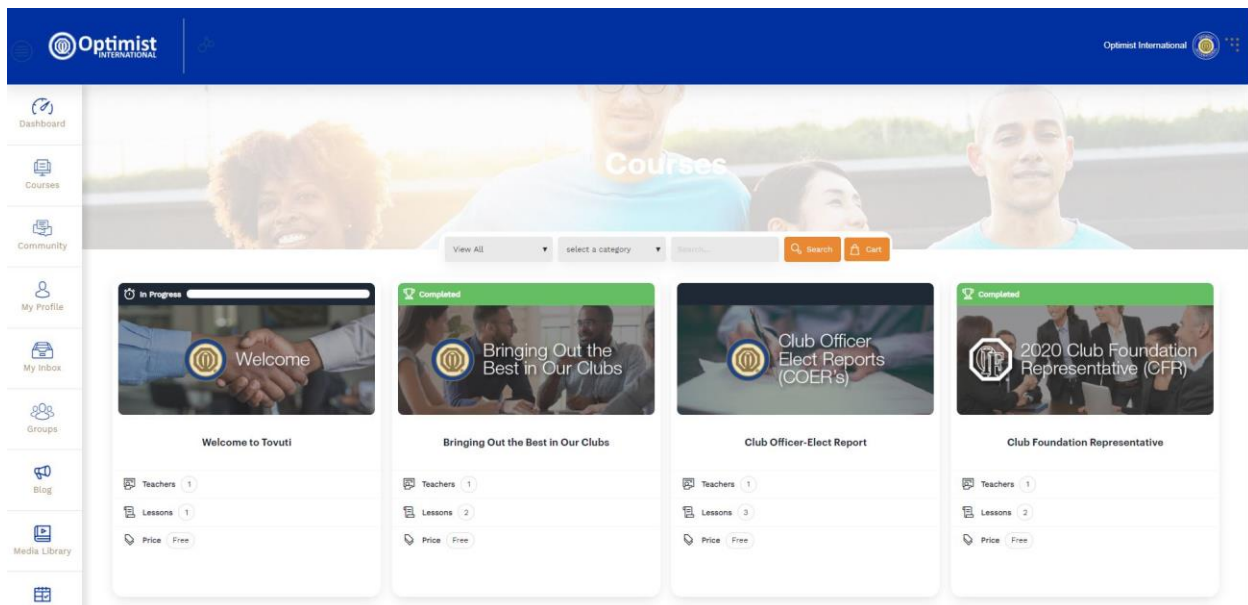
2. Click on the link within the email. (Circled in red above)
3. It will bring you to this page. Enter in the username and password that are indicated in the email from TOVUTI. (Circled in blue above)



- Once you are logged in, you will be shown the page below. You must choose a new password for the account. Please make it something easy for all to remember. **You may change your name, but, if you change your username, it will be changed back to your email.** ***Michelle Turner can re-set this password at any time in case it is forgotten, but the request will have to come from the Club President.



- Once you hit submit, you can then click on the “Courses” button on the left side of the screen. (Circled in red above). The following screen will appear.



- Click on the “Welcome to Tovuti” course, and then follow the prompts to watch the video. This video will tell you **everything** you need to know about the LMS. ****It may look a little different than what you see, as we have made many improvements to the site. We are currently working on updating it, so do not be thrown off.**