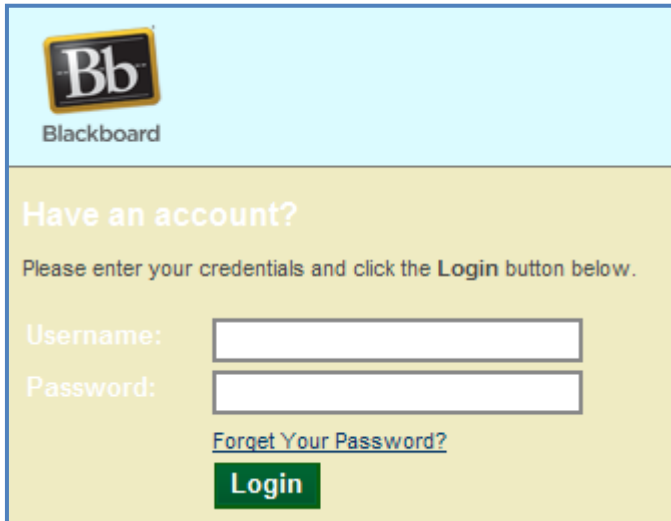


Logging into Eclass for Instructors

How to Log into Eclass

- Type *eclass.pointloma.edu* in the address bar of an Internet browser window.
- When Eclass opens, type PLNU *Username* and *Password* as prompted.
- Click the **Login** button or press the **Enter** key.



Problems Logging into Eclass

The same password is used for the Network, My.PointLoma (the PLNU Portal), WebMail, and Eclass.

- If you cannot log into Eclass, try to log into WebMail.
- If you can successfully log into WebMail, try again to log into Eclass with the same username and password used for WebMail.
- If you cannot log into WebMail and/or Eclass, you will need to synchronize your password:
 - Type *my.pointloma.edu* in the address bar of an Internet browser window.
 - Select the **Forgot Password** link on the left.
 - Type your *PLNU ID#* and click **Continue**.
 - Answer the security question, if prompted, and click **Check Answers**.
 - Type a new password; make sure to follow the three listed requirements.
 - Click **Save New Password**.
- Log into Eclass with your username and new password.

NOTE: If you are still experiencing problems logging into Eclass, please contact the Help Desk; report the problem and the steps you have taken so far.