

Generating and Downloading Glow Log in Details

Welcome to Glow, Scotland's online education community.
Please log in here using your Glow username and password.

Username:
Password:
[Forgotten your password?](#)

- Log in with GLOW ASM username and password
- If you have the GLOW Light home page, Click on News.
- This will take you to your Accounts Management page.

Account management

Access Rights for: [Inex Academy (555930)]

Provisioning | Account approval | New account passwords

Accounts requiring your approval

Joiners and leavers	Pupils	Teachers	All Roles
Accounts joining this establishment	2	3	5
Accounts leaving this establishment	2	0	2
Accounts joining another establishment	0	0	0
New accounts to be created (deferred)	1 (0)	0 (0)	1 (1)

Transfers of ownership

	Pupils	Teachers	All Roles
Accounts you can transfer to this establishment	0	0	0
Accounts transferring ownership to another establishment	0	0	0

Keep a Check on the top two sections (top 6 lines) "Accounts requiring your approval" and action where appropriate. Once a staff member or pupil has been approved you can issue them with login details.

Provisioning | Account approval | New account passwords

- To generate Glow log in details for first time staff and pupil users, go to the New Account password tab

Select the 'Awaiting Generation' option to view accounts waiting for a username and password to be generated, activated and optionally downloaded for distribution to them.

Show: Teaching Staff | Awaiting Generation | **Go**

Name	Other Details
<input type="checkbox"/> L. Blackley (ND)	Details not available
<input type="checkbox"/> M. Brock (ND)	Details not available
<input type="checkbox"/> A. Conway (ND)	Details not available
<input type="checkbox"/> D. Francis (ND)	Details not available

Click on the drop down menu to select Teaching staff (or pupil) → click Awaiting Generation → Click **GO**

Tick to select all names → **Generate Activate and Download**

Accounts that have been generated but have not been logged into sit on the 'Awaiting Download' section.

Show: Teaching Staff | Awaiting Download | Go

Name	Other Details
<input type="checkbox"/> Mrs Anderson (ND)	DOB: 24/08/1957 ID: 783729
<input type="checkbox"/> Mrs Hood (ND)	DOB: 00/06/1966 ID: 880283
<input type="checkbox"/> Miss Lumsden (ND)	DOB: 21/06/1974 ID: 993627
<input type="checkbox"/> Mrs Murray (ND)	DOB: 31/12/1956 ID: 851491
<input type="checkbox"/> Miss Thomson (ND)	DOB: 26/01/1949 ID: 735209

Download Only

If a staff member has lost never logged in and has their details you can download new ones here by clicking the button and clicking download.

This new password will supersede previous details.

Resetting a password

IMPORTANT: Has the user logged in and activated their account?

If No, go to the section above: **Generating and Downloading Glow Log in Details**

If Yes, you can reset the password by following the instructions below.

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Go into **East Lothian Council**

East Lothian Council
Account management
Permissions
Default policies
Service management
East Lothian Council

National Site
National Site

My Glow groups

My Glow
Learning about Glow
LTS Online Service

Account man
Access Rights for:

Account approv:

Accounts requir
Joiners and leav
Accounts joining th
Accounts leaving th
Accounts joining ar
New accounts to be

Transfers of own
Accounts you can t
Accounts transferri

- Click on **Passwords**

Noticeboard Glow groups Getting started Schools **Passwords**

Welcome

Glow settings

[Change theme](#)
Change user's portal appearance.

[Change profile](#)
Change password and other personal information.

[Change other user's profile](#)
Search for other Glow users and change their password and other profile settings (only available for some users)

Click on **Change profile**.

To use the dropdown options.

manage people - Microsoft Internet Explorer - provided by East Lothian Council

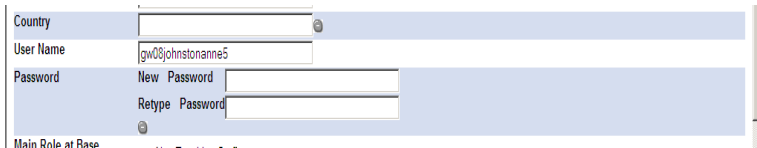
glow manage people

Logged in User: gw0@eastlothianasm

Find: Full Name | contains | advanced

Last Name/ Exactly Matches/ 'Surname of person whose account you are resetting the password'

- Open Account by clicking on the name of the person on the list.
- Click **Edit**



The screenshot shows a form with the following fields: 'Country' (empty), 'User Name' (containing 'gw08johnstone5'), 'Password' (containing 'New Password'), and 'Retype Password' (empty). Below the form, the text 'Main Role at Base' is partially visible.

Type in a new password. Choose two words and include a space e.g. **cool blue.** Click **Save**

You will see the warning "Changes will be saved". Click **OK**

Password complexity rules

The person will be asked to change their password when they log in. Passwords must contain 8 characters (pupils just 7) with at least one lower case letter and a non alpha-numeric, e.g. \$, @, _ or even a space. The £ sign is not acceptable.

Staff password example: Change!me