My profile

Last Modified on 21/03/2024 10:16 am CST

My profile

Within your profile as a **Training Manager**, you will find information that identifies and allows for effective account management. This information includes:

- **Email:** This field displays the email address associated with the account. Important notifications will be sent to this email, and it can be used to reset the password if necessary.
- **First and Last Name:** These fields contain the full name of the Training Manager.
- **Country:** This indicates your country of origin or current location as the Training Manager.
- **Time Zone:** The time zone specified in the profile adjusts the platform's timings and dates according to your geographical location, facilitating activity coordination.
- **Educational Institution:** This field shows the name of the educational institution associated with the account.
- **Password Change:** Here, you can update the current password if desired. Keeping credentials secure is essential to ensure account safety.

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What notifications can I activate?

In this option, you can select various notifications according to your preferences. These notifications are designed to keep you informed in a timely and efficient manner. The available options are as follows:

- **New Task Assignment**: By activating this notification, you will receive an email alert whenever a new task is assigned.
- **System Messages**: This notification will keep you informed about important system-related messages. These could include updates, configuration changes, or relevant announcements.

You can activate these options according to your preferences and adjust them at any time to ensure you're receiving the desired information accurately and promptly.

How do I activate games?

To activate **games** and provide students with the opportunity to practice the English language through exercises of varying levels of complexity, follow these simple steps:

- You will find an option called **Games**. Make sure this option is currently deactivated, as you need to activate it.
- To turn on the game activation option, simply switch the toggle to the **On** position.

The games will be activated and available for students. The games will provide an interactive and effective tool for students to practice the language. It's important to communicate to the students that they now have access to this feature and can use it to improve their skills in an entertaining way.

To deactivate the Games, switch the toggle to the **Off** position.

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How do I change my password?

To change your Password, follow these steps:

Click on **Change Password** and enter:

- Current password
- New password
- Click on **Save**

Change Password

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