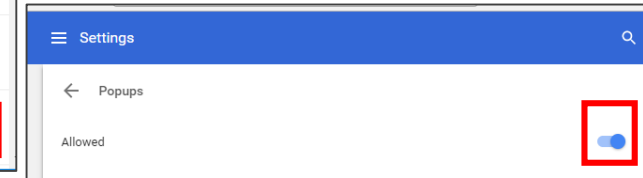
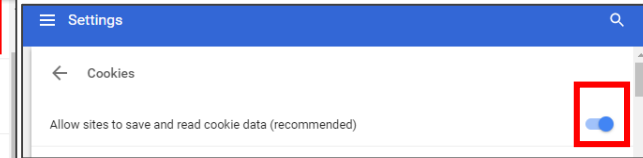
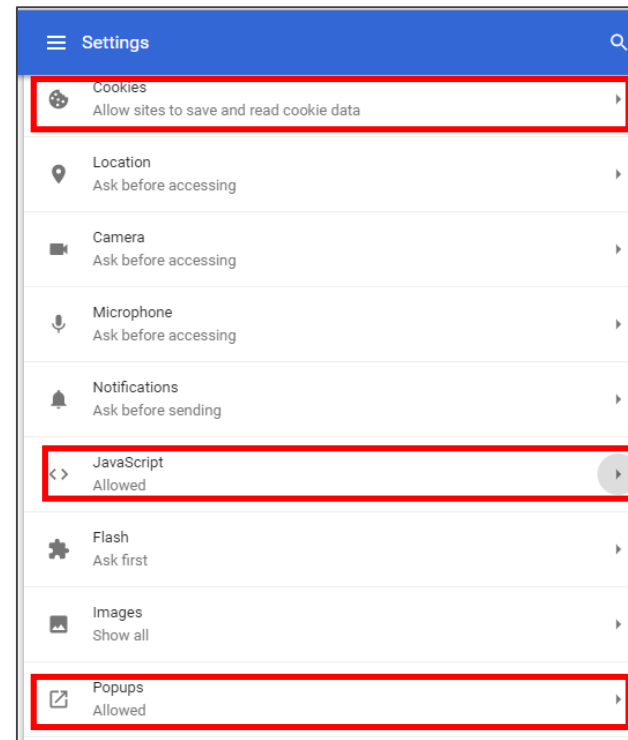
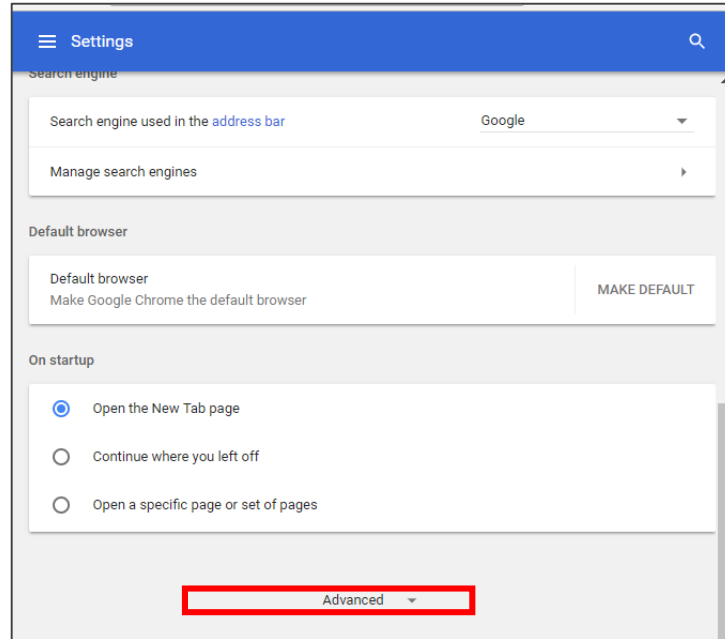
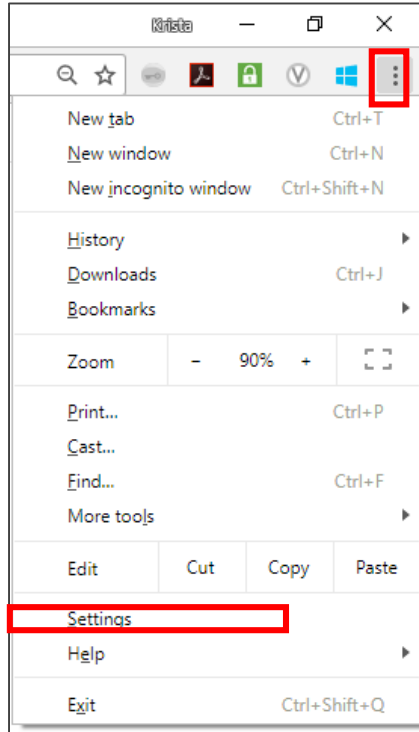


CHECKING YOUR SETTINGS CHROME



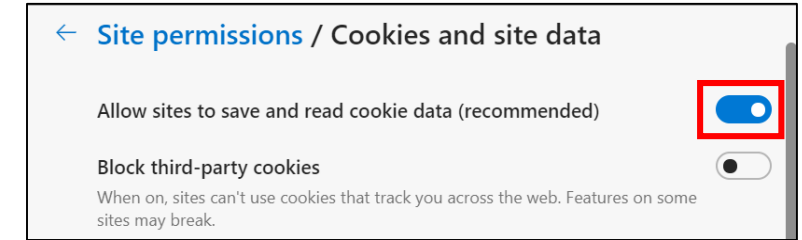
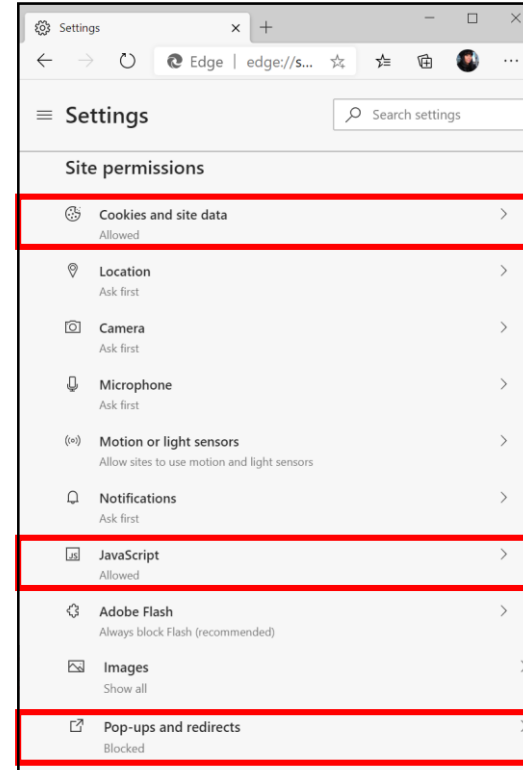
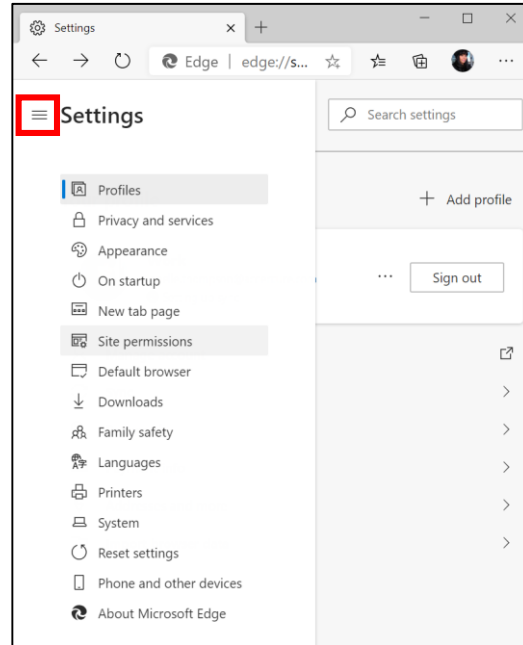
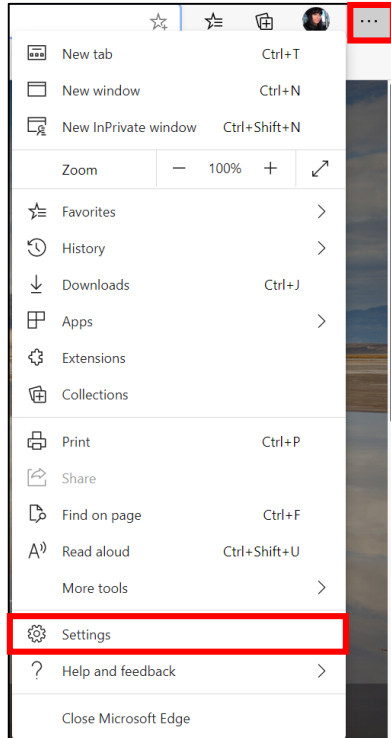
NOTE! You must enable the following for the Skills to Succeed Learning Exchange to work properly:

- **Cookies**
- **Popups**
- **JavaScript**

1. Open Chrome and click the three-dots icon in the upper left.
2. Click Settings
3. Click the link Show advanced settings (at the bottom of the window)
4. In the Privacy section, click Content settings...
5. In the Cookies section, select option Allow sites to save and read cookie data (recommended).


6. In the Pop-ups section, select Allowed.
7. In the JavaScript section, select Allow (recommended).

CHECKING YOUR SETTINGS MICROSOFT EDGE



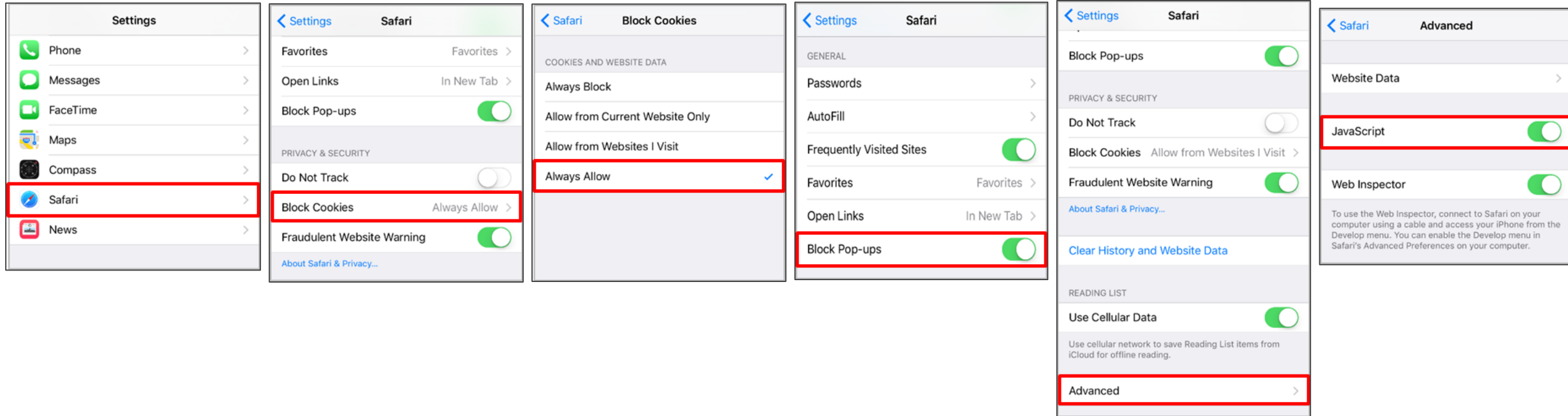
NOTE! You must enable the following for the Skills to Succeed Learning Exchange to work properly:

- **Cookies**
- **Popups**
- **JavaScript**

1. Open Microsoft Edge and click the three-dots icon in the upper left.
2. Click Settings
3. Click Site Permissions
 - a. On smaller browser windows click the menu icon to display all settings 

4. In the Cookies section, enable option Allow sites to save and read cookie data (recommended).
5. In the JavaScript section, select Allow (recommended).
6. In the Pop-ups section, disable option Block (recommended).

CHECKING YOUR SETTINGS IOS SAFARI



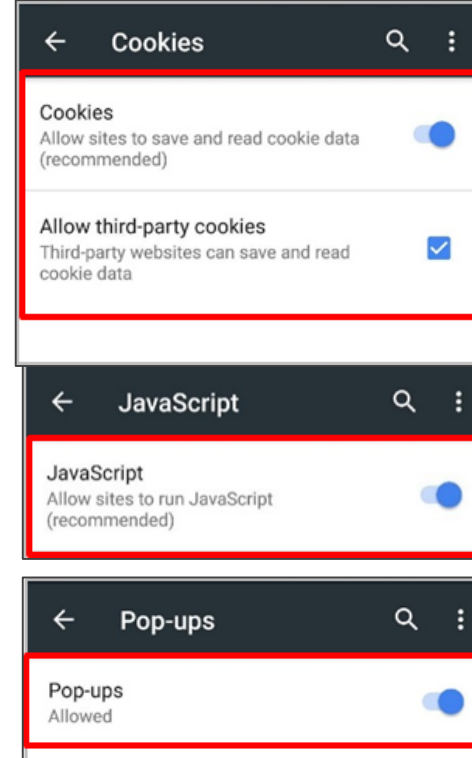
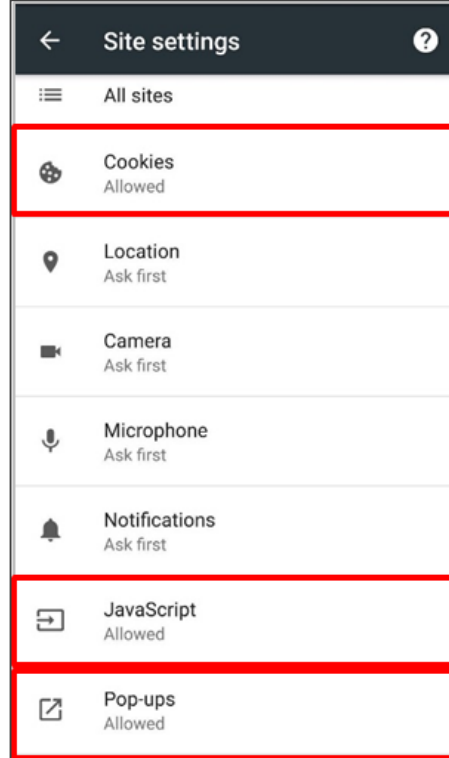
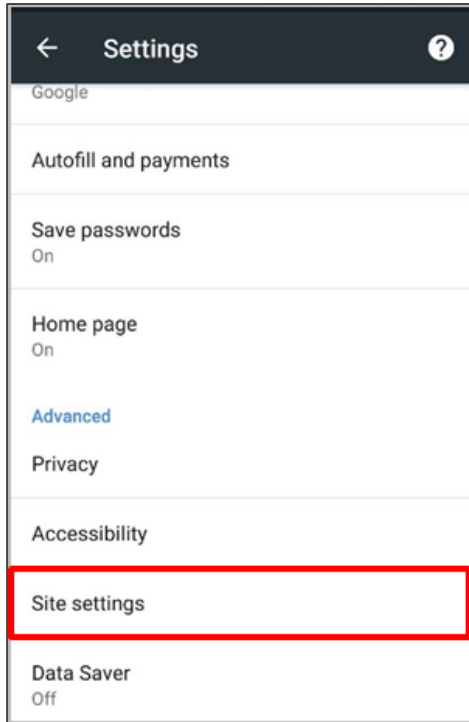
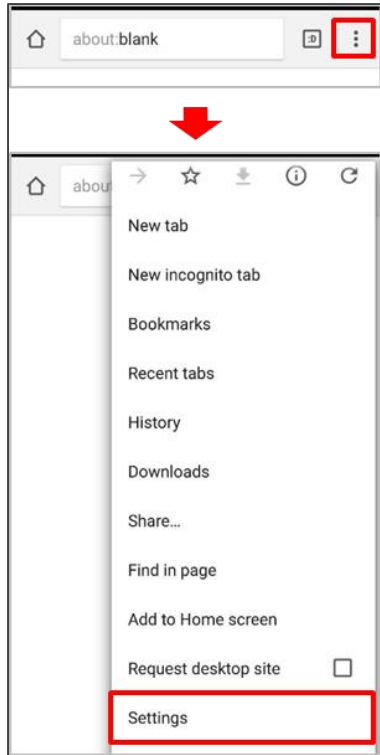
NOTE! You must enable the following for the Skills to Succeed Learning Exchange to work properly:

- Cookies
- Popups
- JavaScript

1. From your home screen, open the Settings app
2. Scroll down and Tap Safari.
3. For **Cookies**, under the Privacy & Security section Tap Block Cookies > Always Allow.
4. For Popups, under the General section, toggle the switch next to “Block Pop-ups” to the ON position to enable.

5. For **JavaScript**, scroll to the bottom and Tap Advanced then toggle the switch next to “JavaScript” to the ON position to enable.

CHECKING YOUR SETTINGS ANDROID CHROME



NOTE! You must enable the following for the Skills to Succeed Learning Exchange to work properly:

- **Cookies**
- **Popups**
- **JavaScript**

1. On your Android device open the Chrome app
2. Tap More > Settings
3. Under the Advanced section Tap Site settings
4. For **Cookies**, Tap Cookies then the slider to the ON position (Allowed). Check the “Allow third-party cookies” checkbox.

5. For **Popups**, Tap Pop-ups then the slider to the ON position (Allowed).
6. For **JavaScript**, Tap JavaScript then the slider to the ON position (Allowed).

BATCH REGISTRATION LOGGING IN FOR FIRST TIME

1. Navigate to:
<http://skillstosucceedlearning.accenture.com/>
2. Carefully enter the Username and Password provided by your instructor. **They will both be the same the first time a person logs on.**
3. Click the **LOGIN** button.

The screenshot shows the 'Enter your credentials' login page. At the top, there are logos for 'accenture', 'LEARNING EXCHANGE', and 'SKILLS TO SUCCEED'. The page has an orange header with a lock icon and the text 'Enter your credentials'. Below the header, there are two input fields: 'Username (required):' with the value 'john.doe2' and 'Password (required):' with masked characters. A 'Login' button is positioned below the password field. At the bottom, there is a link for 'Forgot your username or password?' and a note about security reasons for logging out.

The first time you log on, you need to change your password and provide some additional information to retrieve it in the future, if needed.

4. Your User Name will already be filled in for you.
5. Enter your Old Password. (This is your username.)
6. Enter your New Password, being sure it meets the standards listed at the top of the screen, and confirm it.
7. Enter the word verification. In this example, the word is shamer.
8. Enter your email and repeat it.
9. Select and answer your two security questions. This will allow you to retrieve your password if you forget it.
10. When you have completed all the information, press the Send button.

Password policies

The password must meet the following requirements:

- * Must be at least 8 characters long.
- * Must contain at least one capital letter.
- * Must contain at least one lowercase letter.
- * Must contain at least one number.
- * Must not contain the user name.
- * Cannot contain common used words.
- * Do not use key patterns or sequences of characters using keys that are adjacent to each other on a standard keyboard (vertically, horizontally, or diagonally).
- * Must not be the same or similar to any previously used password.

The screenshot shows the 'Change password' page. At the top, there are logos for 'accenture', 'LEARNING EXCHANGE', and 'SKILLS TO SUCCEED'. The page has an orange header with a lock icon and the text 'Change password'. Below the header, there is a 'Password policies' section with a list of requirements. The form includes fields for 'Username (required):' (filled with 'john.doe3'), 'Old password (required):', 'New password (required):', and 'Confirm new password (required):'. There is a 'Word verification (required):' field filled with 'shamer'. Below that, there is a section for 'Information needed to recover the user or password' with two 'Security question' dropdowns and 'Answer 1 (required):' and 'Answer 2 (required):' fields. At the bottom, there are 'Send' and 'Back' buttons.