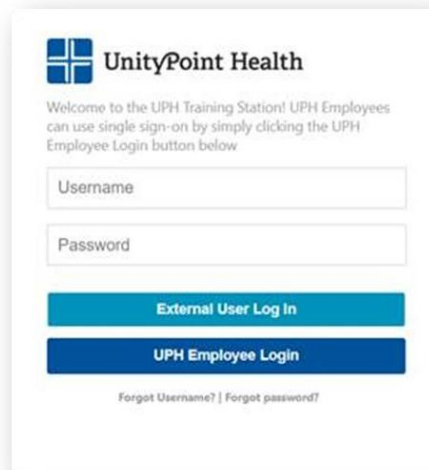


## TIP SHEET

# Allen College Student Log In

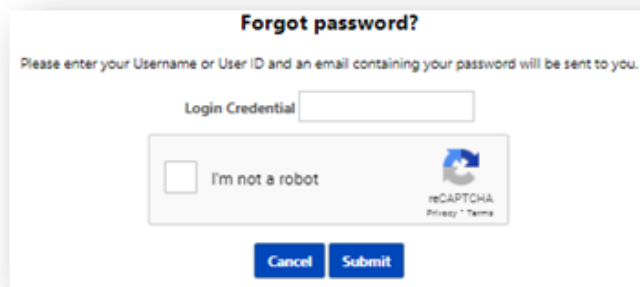
This tip sheet provides detail for how Allen College students will log in to UnityPoint Health (UPH) Training Station (Cornerstone), the learning management system.

1. Click [this link](#).
2. If your username and password have been previously established, input them and click External User Log In.
3. If this is your first time logging in, click the Forgot Password link at the bottom of the log in screen.



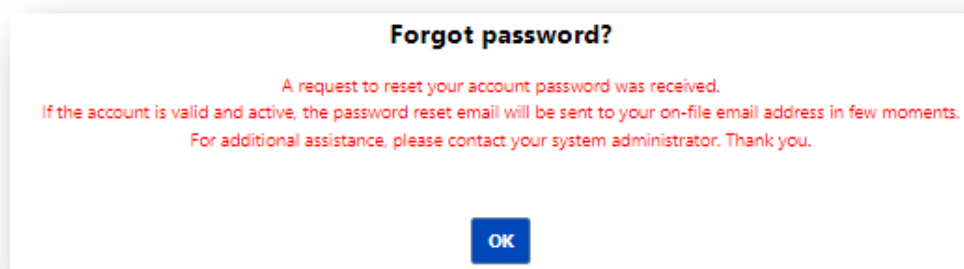
The image shows the UnityPoint Health login interface. At the top left is the UnityPoint Health logo. Below it, the text reads: "Welcome to the UPH Training Station! UPH Employees can use single sign-on by simply clicking the UPH Employee Login button below". There are two input fields: "Username" and "Password". Below these fields are two buttons: "External User Log In" (light blue) and "UPH Employee Login" (dark blue). At the bottom, there is a link that says "Forgot Username? | Forgot password?"

4. The next screen will ask for your Username or User ID. Your Username is your new Allen College email address. *\*Note – You need to access your Allen College email **BEFORE** you log into the UPH Training Station*



The image shows a "Forgot password?" form. The title is "Forgot password?". Below the title, it says: "Please enter your Username or User ID and an email containing your password will be sent to you." There is a text input field labeled "Login Credential". Below the input field is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. At the bottom, there are two buttons: "Cancel" and "Submit".

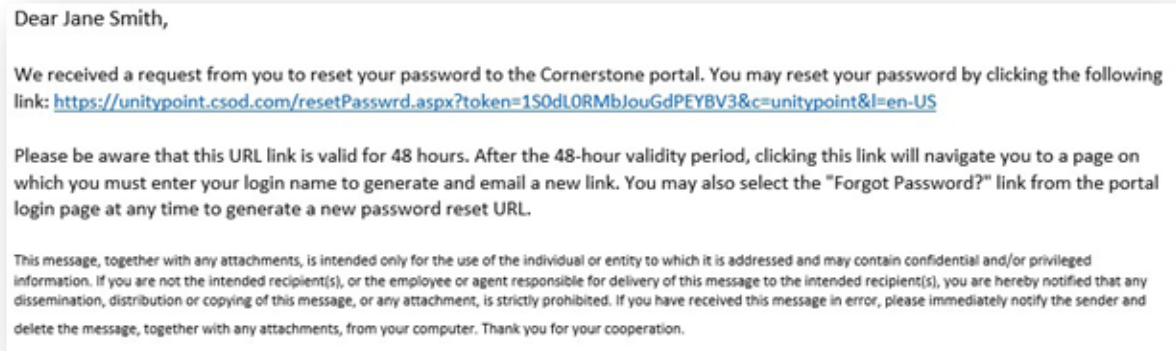
5. Check the box next to I'm not a robot and follow the instructions. Then click Submit.
6. The following message will appear:



The image shows a "Forgot password?" success message. The title is "Forgot password?". Below the title, the text reads: "A request to reset your account password was received. If the account is valid and active, the password reset email will be sent to your on-file email address in few moments. For additional assistance, please contact your system administrator. Thank you." At the bottom, there is a blue button labeled "OK".

# Allen College Student Log In

- An email with a link to create a new password will be sent to the email associated with your account:



- Click the link provided in the email to launch the password reset page:

**Reset Password**

- \* Passwords must contain both upper and lower case letters.
- \* Passwords must contain alpha and numeric characters.
- \* Passwords cannot be the same as the previous 24 passwords.
- \* Passwords must be 16 - 20 characters.
- \* Passwords cannot have leading or trailing spaces.
- \* Passwords cannot be the same as the Username, User ID, or email address.

\* New password

\* Confirm password

- Enter a new password that meets the listed requirements into both the New Password and Confirm Password spaces, then click Submit.
- You will be redirected to the log in screen where you will use your Username and new password to log in.