



Logon to SPOL

SPOL is a **web-based** application, so you can logon to SPOL from work, home, or any other location where you can get to the internet.

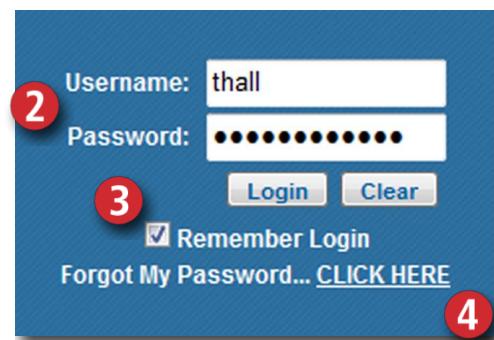


SPOL Address: _____

Username: _____

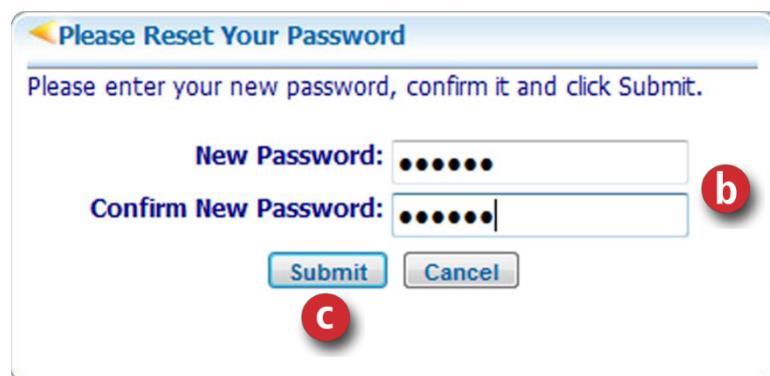
Password: _____

1. Type the SPOL web address (URL) into the address field of your web browser to navigate to **the SPOL Logon page**
2. From the SPOL Logon page, enter your **Username** and **Password**, and then click the **<Logon>** button.
3. If you click the “**Remember Login**” checkbox on the Logon page, your Username and Password will be saved to your computer
4. If your logon fails, you can reset your password by clicking the “**Forgot My Password... CLICK HERE**” link



[Forgot My Password... CLICK HERE](#)
Login Failed.

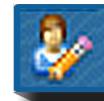
- a. SPOL will send an email to your college/university email account, providing you with a **temporary password**
- b. Return to the Logon page and logon using your normal Username and temporary Password; the system will prompt you to **create a new Password** and to verify it by entering it a second time
- c. Click the **<Submit>** button to reset Password and logon to SPOL.





CHANGING YOUR PASSWORD AND OTHER IDENTIFYING INFORMATION:

You can change your Password, along with other identifying information, from any page within SPOL via the SPOL Header.



The screenshot shows the SPOL header with the following elements: a logo for 'Strategic Planning Online™ Empower Your Planning Process®', the text 'v4.1.1.1' and 'Monday, January 23, 2012', a 'Search' bar, the user name 'Tracy Hall' with a small person icon, the title 'VP of Institutional Effectiveness - Think State College', a 'Planning Year' dropdown set to '2011-2012', an 'Impersonate' button, a 'Select a User' dropdown, and a navigation menu with links for 'My SPOL', 'Planning', 'Budget', 'Assessment', 'Accreditation', 'Resources', 'Reports', 'Support', 'Admin', and 'Log Off'.

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1. Click on the **icon** to the immediate right of your name on the header to navigate to **the User Detail page**
2. Click on the “**Change Password**” label to open the **<Password>** field

The screenshot shows the 'User Detail' page with the following fields: First Name (Tracy), Last Name (Hall), Title (VP of Institutional Effectiveness), Location (Main Campus, I-114), User Name (thall), Password (Change Password), Phone 1 (777) 862-4794, Phone 2 (777) 862-5694, Fax (777) 862-5694, and Email (thall@think.edu). A red arrow points from the 'Change Password' label to the password input field. A red circle with the number 2 is over the 'Change Password' label. A red circle with the number 5 is over the 'User Detail' title.

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3. Mouse over the question-mark icon  to view any **Password Requirements**, such as minimum/maximum length, letters, numbers, and special characters
4. Type your new **Password** into the field
5. Click the **<Save>** icon in the icon tray at the upper right of the page
6. While the User Detail page is open, you can change other identifying information, including:
 - a. First Name and Last Name (required fields)
 - b. Title (required field)
 - c. Location
 - d. Username (required field)
 - e. Primary, Secondary, and Fax Phone Numbers
 - f. Email Address (required field)



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