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.

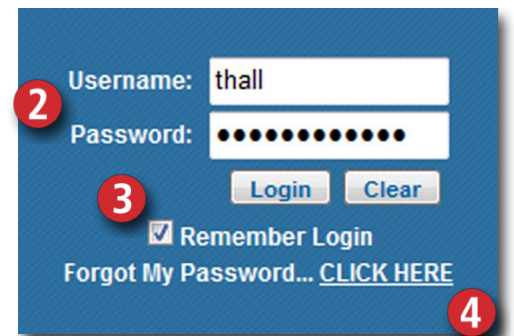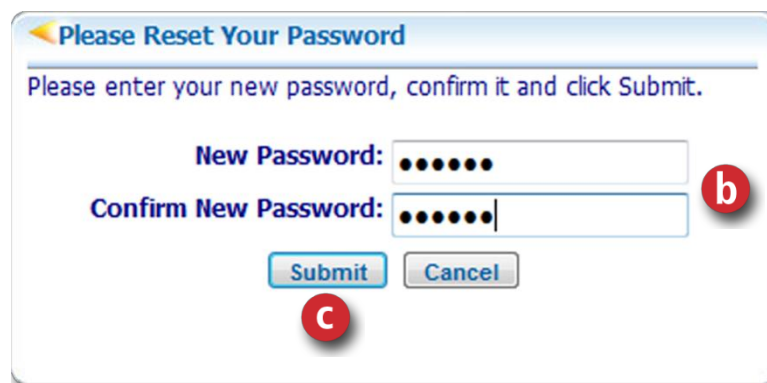1. Type the SPOL web address (URL) into the address field of you your web browser to navigate to **the SPOL Logon page**

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

    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.

SPOL Address: _____

Username: _____

Password: _____

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.

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

3. Mouse over the question-mark icon ⑦ 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)