



MAKING A DIFFERENCE

CORPORATE
CITIZENSHIP

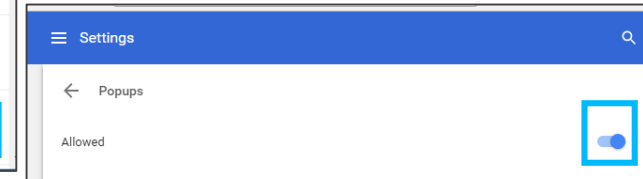
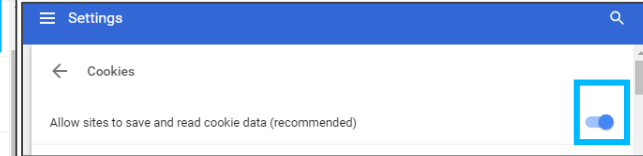
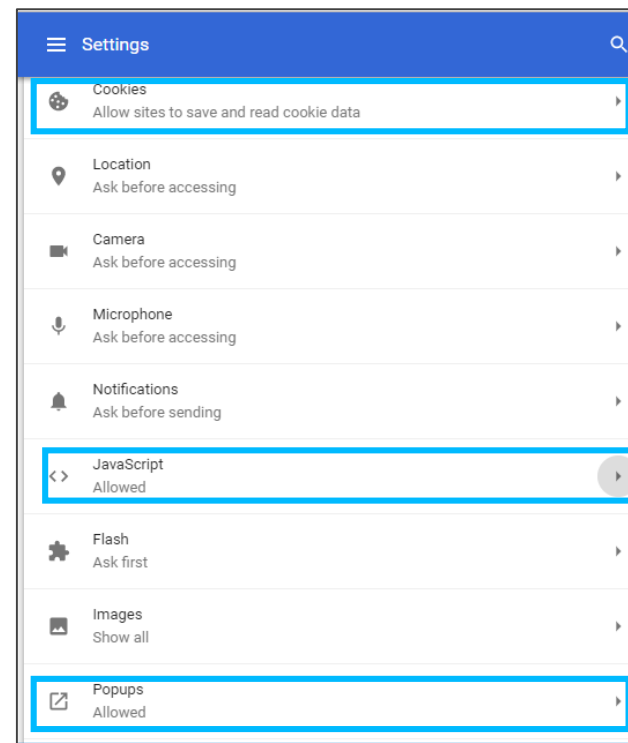
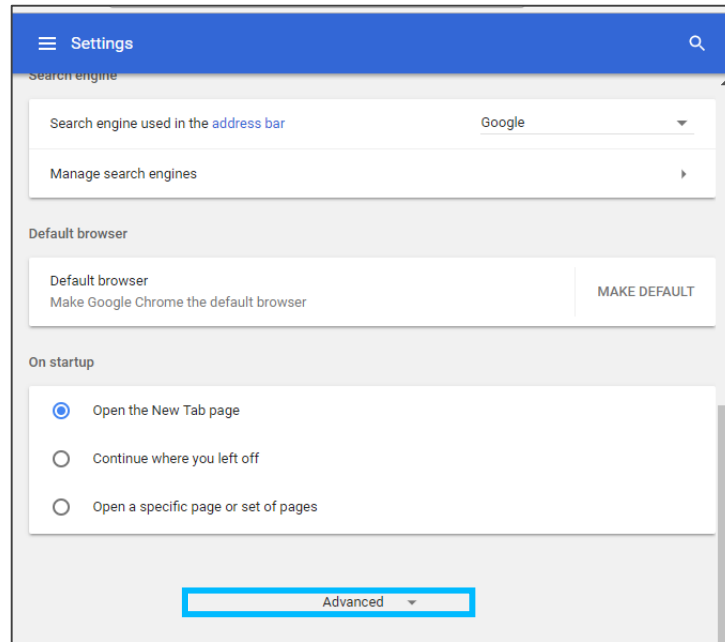
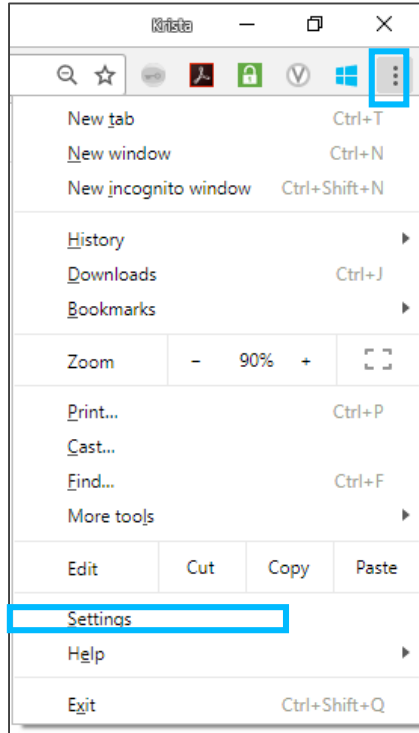
**SKILLS TO SUCCEED
LEARNING EXCHANGE
CRITICAL SETTINGS &
LOGGING IN**

JANUARY 2021

**accenture**

CHECKING YOUR SETTINGS

CHROME



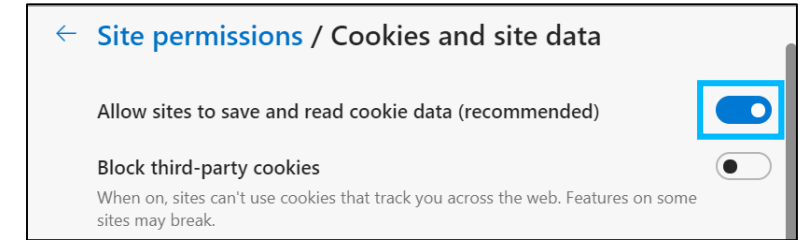
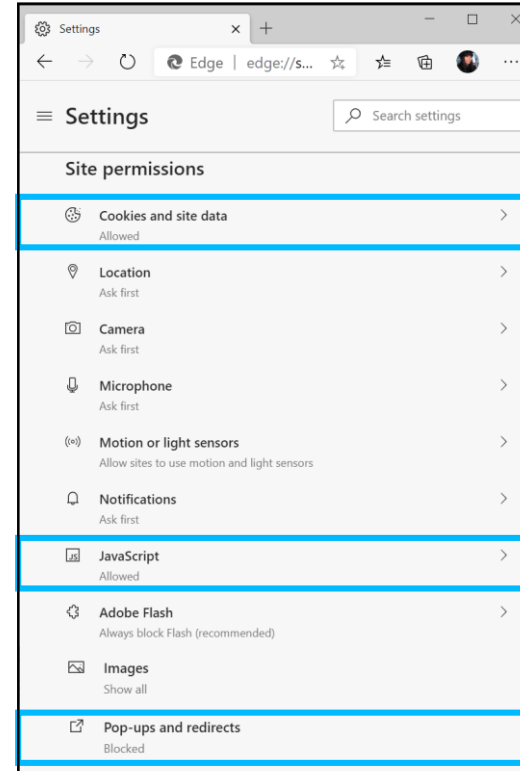
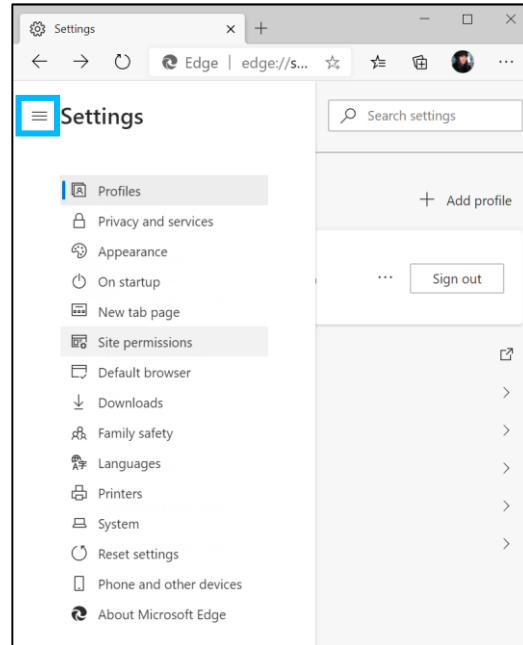
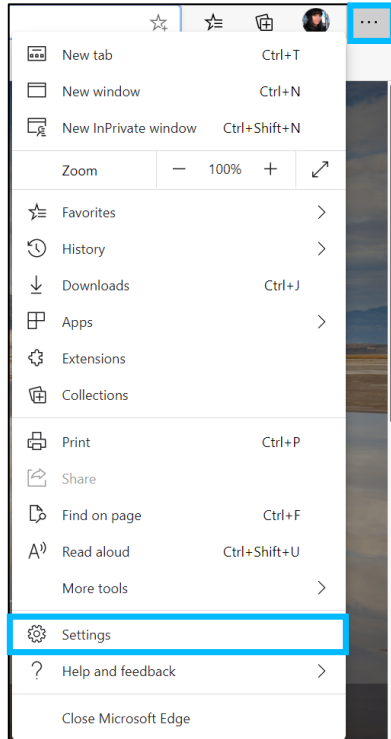
NOTE! You must enable the following for the Skills to Succeed Learning Exchange to work properly:

- **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:

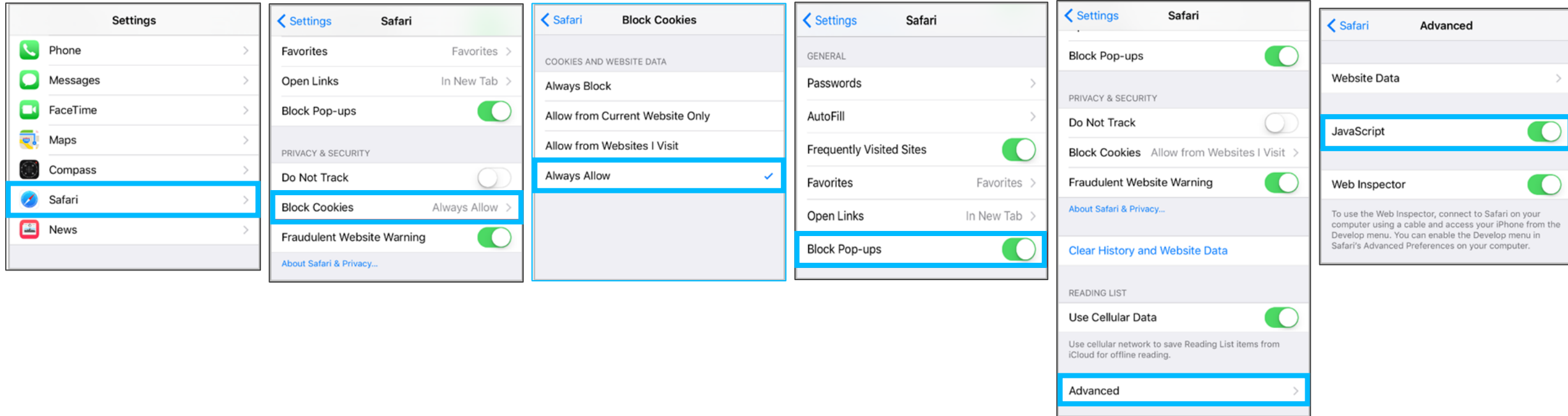
- **Cookies**
- **Popups**
- **JavaScript**

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



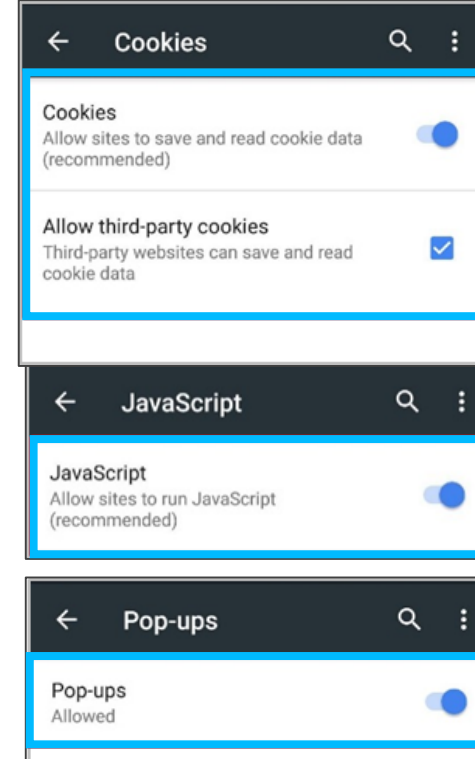
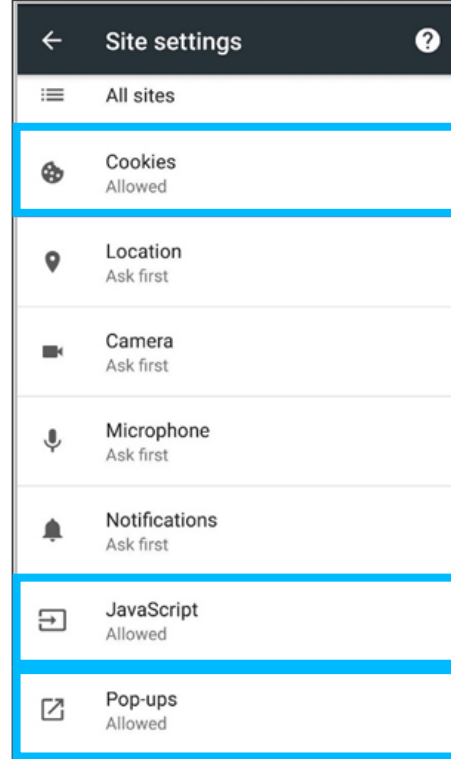
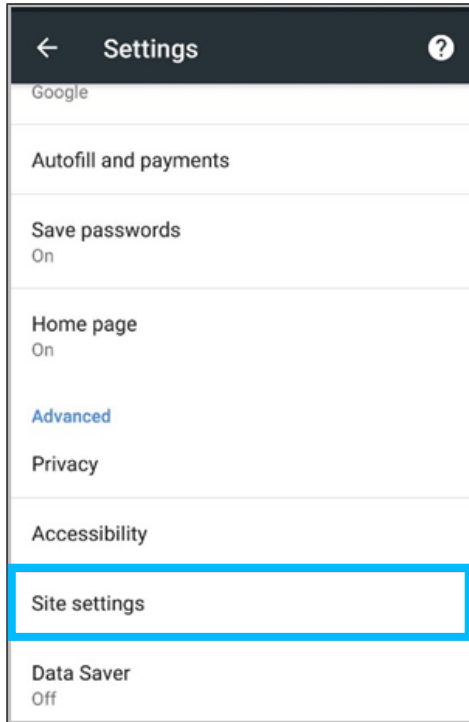
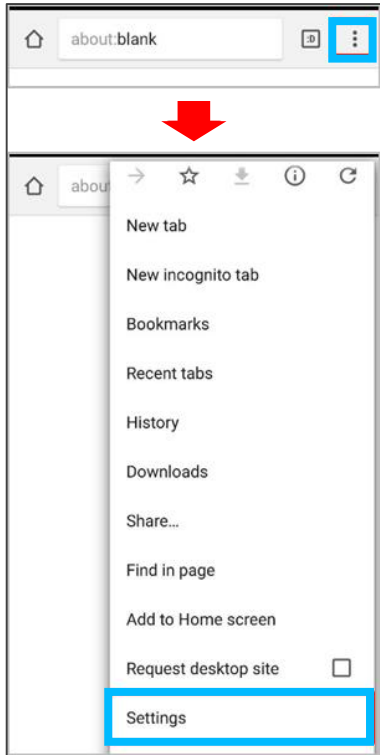
NOTE! You must enable the following for the Skills to Succeed Learning Exchange to work properly:

- **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).

LOGGING IN FIRST TIME

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.

Note! Click the info button for *Password policies* to see the rules for creating passwords.

1. Enter your *New Password* and *Confirm* it. See password requirements on next slide
2. Enter the *word verification*. In this example, the word is *fishes*.
3. Enter your *email* and repeat it.
4. Select and answer your two security questions. This will allow you to retrieve your password if you forget it.
5. When you have completed all the information, press the *Send* button.

Change password

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.

Username (required):

Old password (required):

New password (required):

Confirm new password (required):

Enter the verification code (required): **ba//ed**

Word verification (required):

Information needed to recover the user or password

Security question

Answer 1 (required):

Security question

Answer 2 (required):

Send **Back**

LOGGING IN FIRST TIME – PASSWORD REQUIREMENTS

Please be aware that password requirements have changed for the Skills to Succeed Learning Exchange platform due to security upgrades.

Strong Password Requirements:

- Must be at least 8 characters.
- Must **not** contain the user name.
- Must contain at least one capital letter.
- Must contain at least one lowercase letter.
- Must contain at least one number.
- Do not include commonly used words.
- Do not use the same character more than four times consecutively.
- 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).
- The password must not be the same or similar to any previously used password

Password Expiration:

- Passwords must be changed every 75 days.
- Password expiration notices will occur 15 days before the expiration date.

Account Security and Lockout:

- Security questions are now required to recover passwords.
- All users will be prompted to update their security questions.
- Accounts will be locked when a password has been entered incorrectly 6 times in a 30-minute period.