



# GradeMaker Pro

## User Guide – Logging in

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## Logging in to GradeMaker Pro

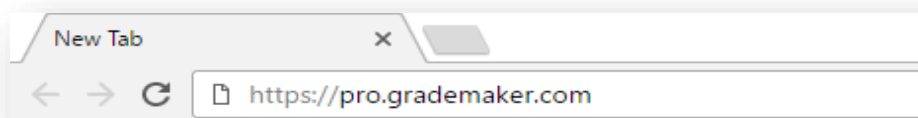
### Open an Internet Browser

Although other browsers are supported, we recommend using **Google Chrome**.



### Enter the URL

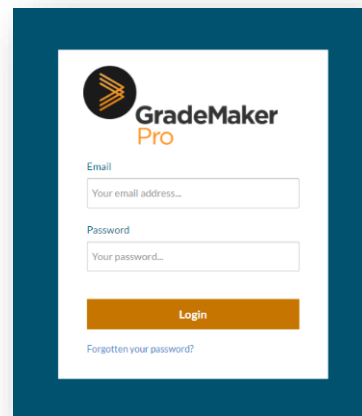
- In the address bar at the top of the browser, enter the following URL:  
<https://pro.grademaker.com>



- Press the 'Enter' key and the GradeMaker login page will show

### Log into GradeMaker

- You should now see this login screen:
- Enter your email address (the email address your login was sent to)
- Enter your GradeMaker password
- Click Login

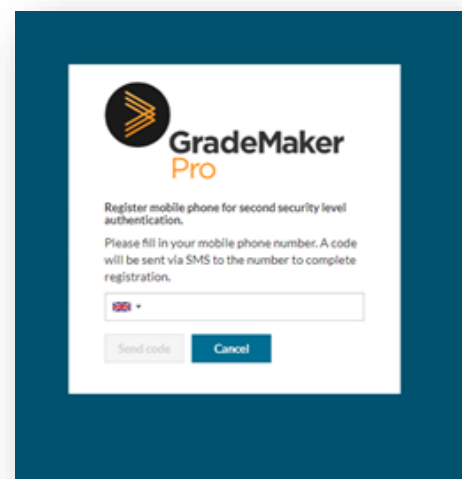


## Two-factor Authentication

**Two-factor authentication (2FA)** is a security process in which the user provides two different authentication factors to verify themselves to better protect both the user's credentials and the resources the user can access. 2FA provides a higher level of assurance than a single authentication method.

GradeMaker employs a two-factor authentication process – designed to ensure the security of content within the system.

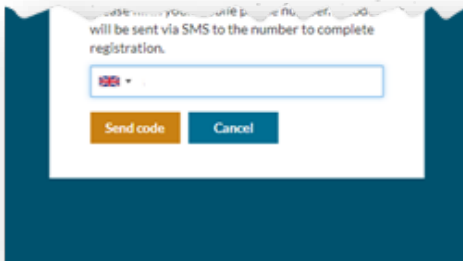
The method of two-factor authentication employed is a one-time use access code, sent to your mobile phone.



## First time use

The first time you log in to the system, you will be asked to register a mobile phone number.

- 1) You can select the International Prefix for your mobile number from the drop down at the left-hand side of the text entry box. Once you have entered your mobile number, the **'Send code'** button will be enabled:

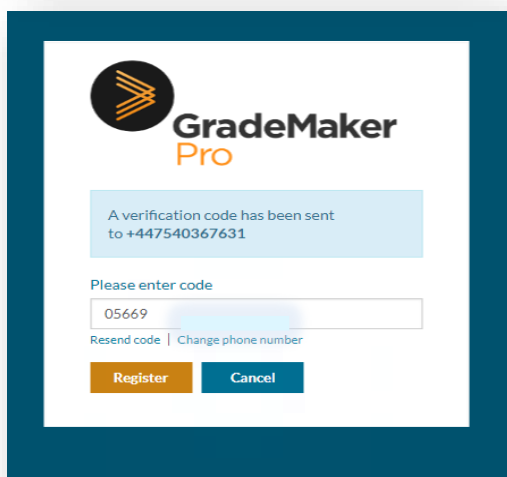


- 2) Click on the **'Send code'** button to receive the code to your mobile phone.

**\*PLEASE BE AWARE – YOU MUST HAVE A SIGNAL ON YOUR MOBILE PHONE FOR THE CODE TO BE SUCCESSFULLY SENT.**

- 3) When you have received the code – type it in to the login screen on GradeMaker and click **'Register'**.

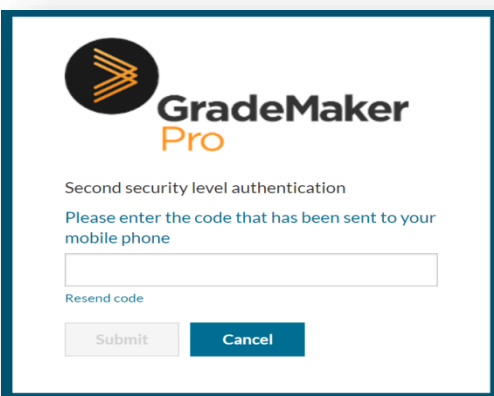
**You have now successfully registered your mobile phone and will now be logged on to GradeMaker.**



## Subsequent Use

Authentication codes (delivered to your mobile phone) are valid for up to 3 hours, so you won't need to enter the code every time you log in.

If you need to reauthenticate, the screen below will be displayed after you have entered your username and password:



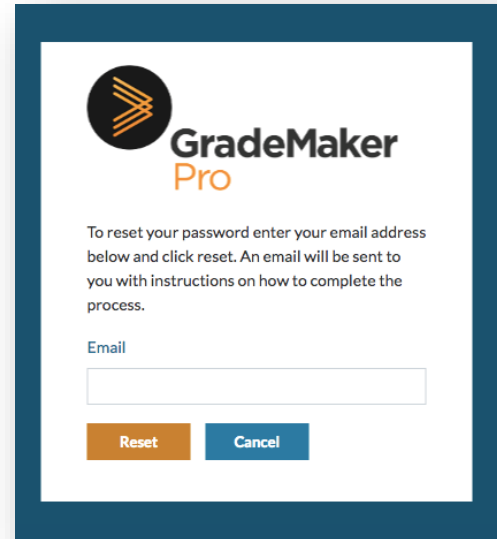
A code will be sent to your mobile phone and you should follow the process above.

## Reset your password

If you have forgotten your password, you can reset it via an automated process.

To begin the process

- Go to the GradeMaker website (<https://pro.grademaker.com>)
- At the bottom of the log in page, select the 'Forgotten your password?' option
- From the new screen, type the email address you have registered with GradeMaker
- Select Reset
- This will send you an email with a link. Follow the instructions in the email to complete the password reset process



The screenshot shows a web form for resetting a password on the GradeMaker Pro website. At the top left is the GradeMaker Pro logo. Below it, a text instruction reads: 'To reset your password enter your email address below and click reset. An email will be sent to you with instructions on how to complete the process.' There is a text input field labeled 'Email'. At the bottom of the form are two buttons: an orange 'Reset' button and a blue 'Cancel' button.