## **Getting Started On Populi**

Populi has instructions that cover this information in slightly more detail at <u>https://support.populiweb.com/hc/en-us/articles/223791887-Your-Populi-account-login-everything-you-need-to-know</u>.

1. When I open your user access to Populi, you will receive the following email:

From: **Course of Study at MTSO** <<u>notifications@populi.co</u>> Date: Fri, Nov 8, 2019, 10:19 AM Subject: Welcome to Populi

Course of Study at MTSO has created a user account for you on Populi.

Your username is [your username here, will be your first initial, last name, and possibly a number at the end]

To get started, <u>click this link</u> to set your password and log in. This link will expire on 12/8/2019, so make sure to set up a password as soon as possible!

After logging in, you can access Populi at any time by visiting <u>https://cosohio.populiweb.com</u> and entering your username and password.

If you have problems logging in, please contact a staff member at Course of Study at MTSO.

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2. When you click on the link in the above email, this is the first thing you'll see. If you choose, you can enter your cell phone number to receive a text message with a verification code. This is optional, but adds an extra level of security to your account. Feel free to click "Skip this for now."

Enter your 10-digit USA or and Populi will send you a v	Canada mobile phone number verification code.
10-digit phone	Send Verification Code
Skipt	his for now.
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Next, you'll see a page where you can set your Populi
password. Note that the password must be at least 10
characters long and contain at least 1 uppercase letter, 1
lowercase letter, and 1 number:

1.00 State 1.00	li Password
	10 characters containing at least one
	one lowercase, and one number. You can use racters (like <>?&\$. etc.), too!
special crial	acters (inte < 2: 00, etc.), too:
New Passy	word
1	
1	
Confirm N	ew Password
Confirm N	ew Password
Confirm N	ew Password
	ew Password

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4. Then, you will be logged in and see the Populi homepage. The Dashboard can show you alerts, such as if registration is open, if you have invoices due, and if you have any assignments due for classes that are using Populi to collect assignments. Below the alerts, you'll be able to see your Populi newsfeed. There, you'll see any announcements about things coming up in Course of Study. To log in to Populi in the future, go to <a href="https://cosohio.populiweb.com/">https://cosohio.populiweb.com/</a>:

Home File	s Calendar		🌔 🗸 Help 🗸
Cours	e of Study at MTSO		
Home	My Profile My Courses		Q Search
Dashb	oard To-Dos Groups		
Alerts		Events	
	istration is now open. have unpaid invoices.	No events in the next seven days.	
		Add a to-do	
The F	eed		
		Courses	
R	2019 Fall Schedule Grace Wallace - 15 days ago Updated Oct 24, 2019 3:39pm	Show 2020 Spring	
	Grace Wanace - 15 days ago Opualed Oct 24, 2019 5.39pm	124: Transformative Leadership	
	The 2019 Fall schedule for both weekends is attached		
	2019 Fall schedule weekends 1 and 2.pdf		
	♡   Comment		
E)	<b>2020 Course of Study Housing</b> Grace Wallace • 15 days ago		
	Housing is FULL for 2020 Winter and 2020 Spring. There are 2 spots left in 2020 Fall housing		
	♡   Comment		

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