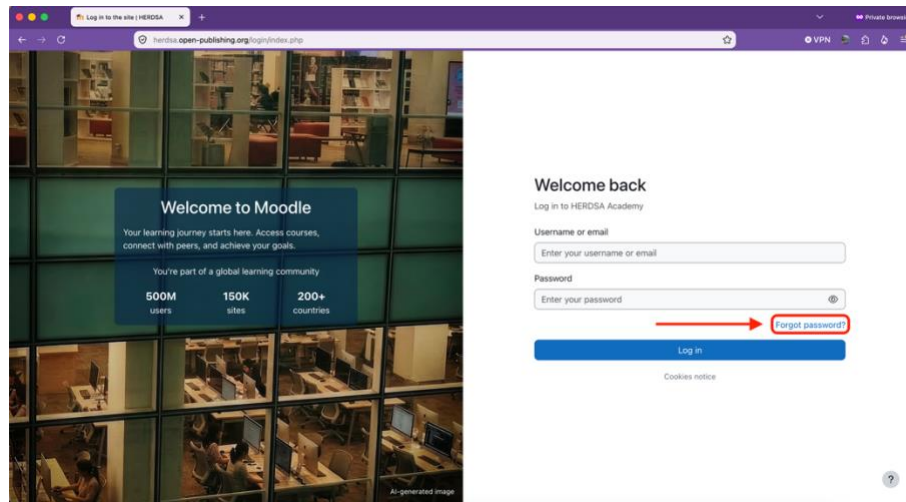


Accessing the HERDSA SoTL Modules

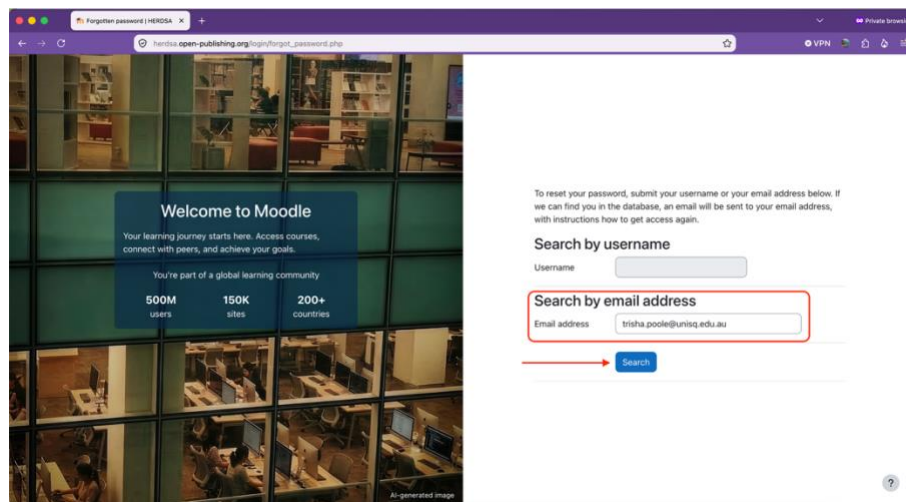
When you are added to HERDSA Academy, you will receive an email containing your username and a temporary password. This email may be filtered to your junk or spam folder, so please check there if you do not receive it within one business day of being added to the system.

If you cannot locate the email, you can reset your password using the email address you provided during registration. Follow the steps below.

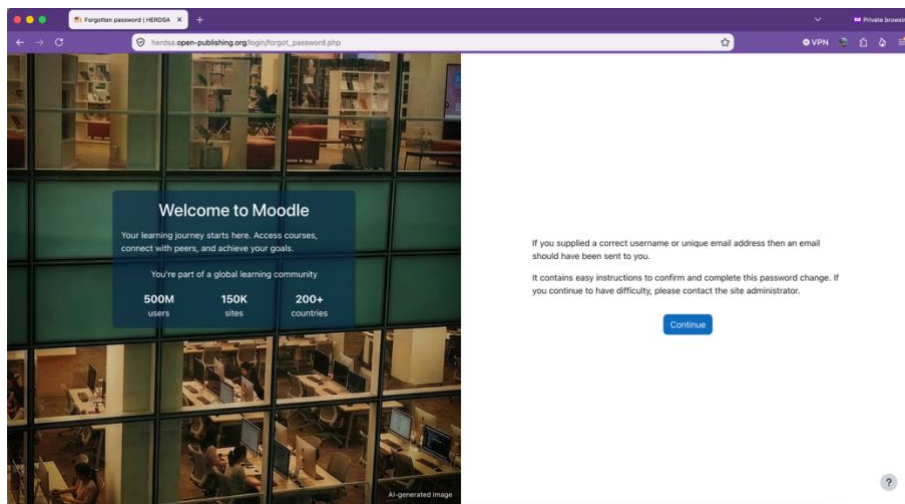
Step 1. Go to <https://herdsa.open-publishing.org/login/index.php>. Click “Forgot password?”



Step 2. Enter the email address you used to register for the HERDSA SoTL Modules and select Search.



You will see this confirmation screen.



Step 3. An email from HERDSA Academy will contain a password reset link and will also remind you of your username. The password reset link is active for **30 minutes**, so please use it promptly. Follow the instructions in the email to complete the process.

Note: If you do not receive the password reset email within a few minutes, check your junk/spam folder and search your mailbox for "HERDSA Academy".

HERDSA Academy: Password reset request



Admin User (via HERDSA) <noreply@academy.open-publishing.org>

To: Trisha Poole



Today at 10:11 am

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

You don't often get email from noreply@academy.open-publishing.org. [Learn why this is important](#)

Hi Trisha,

A password reset was requested for your account 'trisha_poole' at HERDSA Academy.

To confirm this request, and set a new password for your account, please click the link below:

[Reset password](#)

(This link is valid for 30 minutes from the time this reset was first requested.)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator.

Admin User

