

## How to Log into the Lumens Instructor Portal for the First Time

You are already an Instructor in our registration system so you do not need to create a new profile. However, you will need to set a new password.

Navigate to [www.usfseniors.org](http://www.usfseniors.org) (OLLI's website)

Click

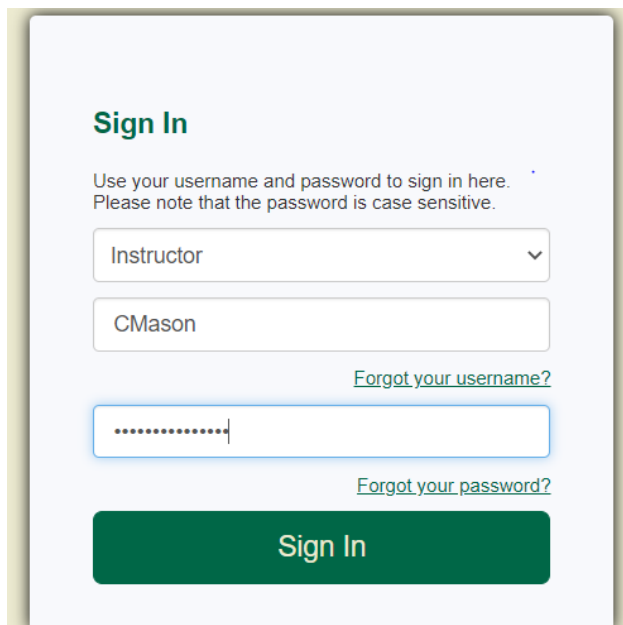
**REGISTER FOR CLASSES**

Member sign in



Go to **Sign In** box

Select User Type: **Instructor**



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Instructions: "Use your username and password to sign in here. Please note that the password is case sensitive."
- User Type dropdown menu: "Instructor" (selected)
- Username input field: "CMason"
- Link: [Forgot your username?](#)
- Password input field: "....."
- Link: [Forgot your password?](#)
- Sign In** button

**Enter your Username: first name initial upper case, first initial of last name upper case then use lower case for the rest.** (example: CMason)

(Usernames must have a minimum of six digits. So shorter last names will have more of the first name to get to six digits, upper case for the first letter and lower case for any (example Joan Moss would be JoMoss)

**Now create a password for your instructor sign in. To do this, click on**

**Forgot your password?**

**Create and SAVE your own password. Use this each time you sign in as an instructor.**  
(You may be prompted to select an identity verification question from a drop-down menu and to save an answer to that question on your profile.)

Once you have signed in you are in the Instructor Portal.

The instructor portal looks like this:



The gray area of the menu contains the special links for instructors.

As an Instructor you may

- update your profile (does not allow you to change bio or photo).
- Contact us
- Request a catalog for yourself or others.
- View rosters.

Note: **Rosters** To see who has signed up for your up-coming class you will select **FUTURE ROSTER**. You cannot view **CURRENT ROSTER** until the first day of your class. You can check your roster in more than one way. For how to do this, see instructions: [How to Access Your Class Roster.](#)

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