



## **Logging into EvaluationKIT**

### **Purpose:**

This guide provides the EvaluationKIT login URL and steps on how to login and reset the password.

### **Terms and Definitions:**

Users will log in with their first.last@unco.edu email as the username and the password is not the same as their UNCO account password.



## **Logging into EvaluationKIT –INSTRUCTORS**

### **Step 1**

Browse to <https://uncoeval.evaluationkit.com/MyEval/Login.aspx>

### **Step 2**

Log in with your first.last@unco.edu username and your EvalKIT password.

Note: The password is not the same as your UNCO account password.

The screenshot shows a web form titled "Sign-In". It contains two input fields: the first for a username, which has "rachael.aswege@unco.edu" entered, and the second for a password, which is masked with dots. To the right of each input field is a small icon (a person for the username and a padlock for the password). Below the password field is a large yellow button labeled "Login". At the bottom of the form, there is a link that says "Forgot your password?".



## **Forgot Your Password?**

### **Step 1**

Click on the **Forgot your Password** link.

The screenshot shows a 'Sign-In' form with two input fields: one for the email address 'rachael.aswege@unco.edu' and another for a password represented by dots. Below these fields is a large yellow 'Login' button. A red rectangular box highlights the text link 'Forgot your password?' located directly beneath the 'Login' button.

### **Step 2**

Enter your username.

The screenshot shows a 'Forgot Your Password' form. It includes an introductory message: 'To reset your password, enter your Username and below verification. We will email a reset password link if your Username is found in our system.' Below this, the 'Username' label is positioned above a text input field containing 'rachael.aswege@unco.edu'. This input field is highlighted with a red rectangular box. At the bottom of the form, there is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. To the right of these elements are two buttons: 'Cancel' and 'Submit'.



### Step 3

Click on the checkbox next to **I'm not a robot** and then click **Submit**.

Forgot Your Password

To reset your password, enter your Username and below verification. We will email a reset password link if your Username is found in our system.

Username

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

Cancel Submit

### Step 4

You will then get a **Password Reset** link sent to your email.



## **Resetting Your Password**

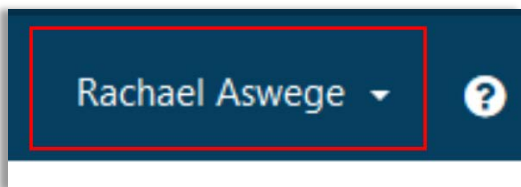
### **Step 1**

Log into EvaluationKIT.

The screenshot shows a 'Sign-In' form with two input fields. The first field contains the email address 'rachael.aswege@unco.edu' and has a user icon to its right. The second field contains masked characters '.....' and has a lock icon to its right. Below the fields is a large yellow 'Login' button. Underneath the button is a blue link that says 'Forgot your password?'.

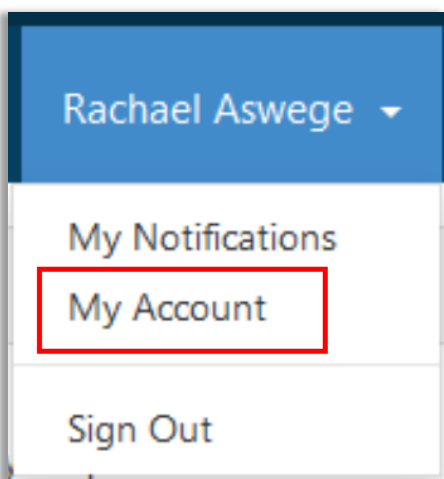
### **Step 2**

Click on your name in the top right corner.



### **Step 3**

Click on **My Account**.





#### Step 4

Click on **Change My Password**.

My Account

Change My Password