

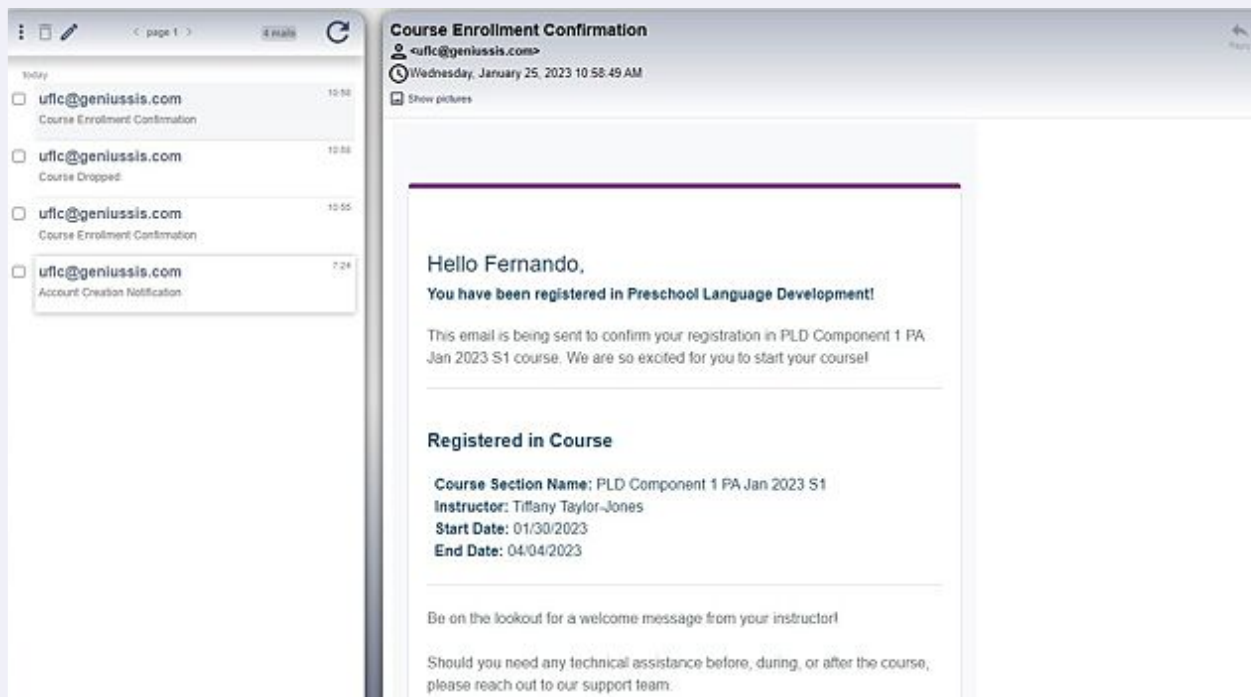
Create and Update Account GeniusSIS

1

This tutorial will show you how to

1. Create your account on the Flamingo GeniusSIS
2. Change your password from the computer-generated password.

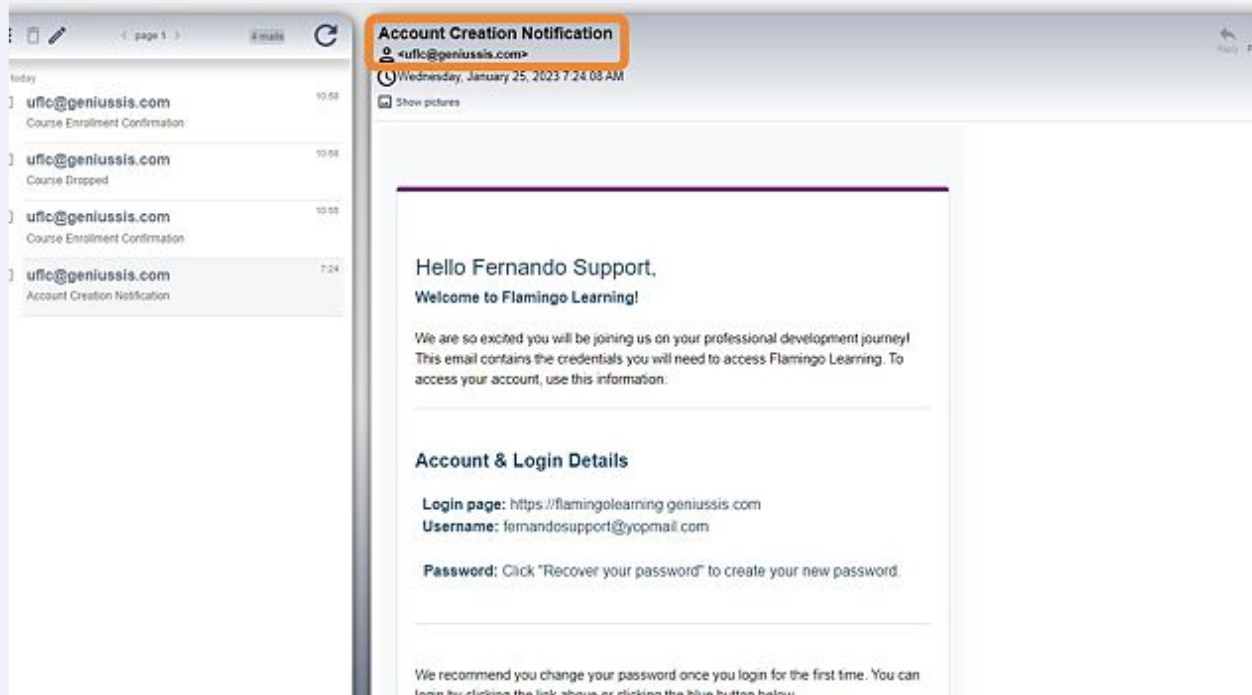
The first step is to find the email you used during the Micro-Credential Enrollment form, which you should see in your email inbox.



2

In your email inbox, look for the email with the subject "Account Creation Notification." It was sent by uflc@geniussis.com.

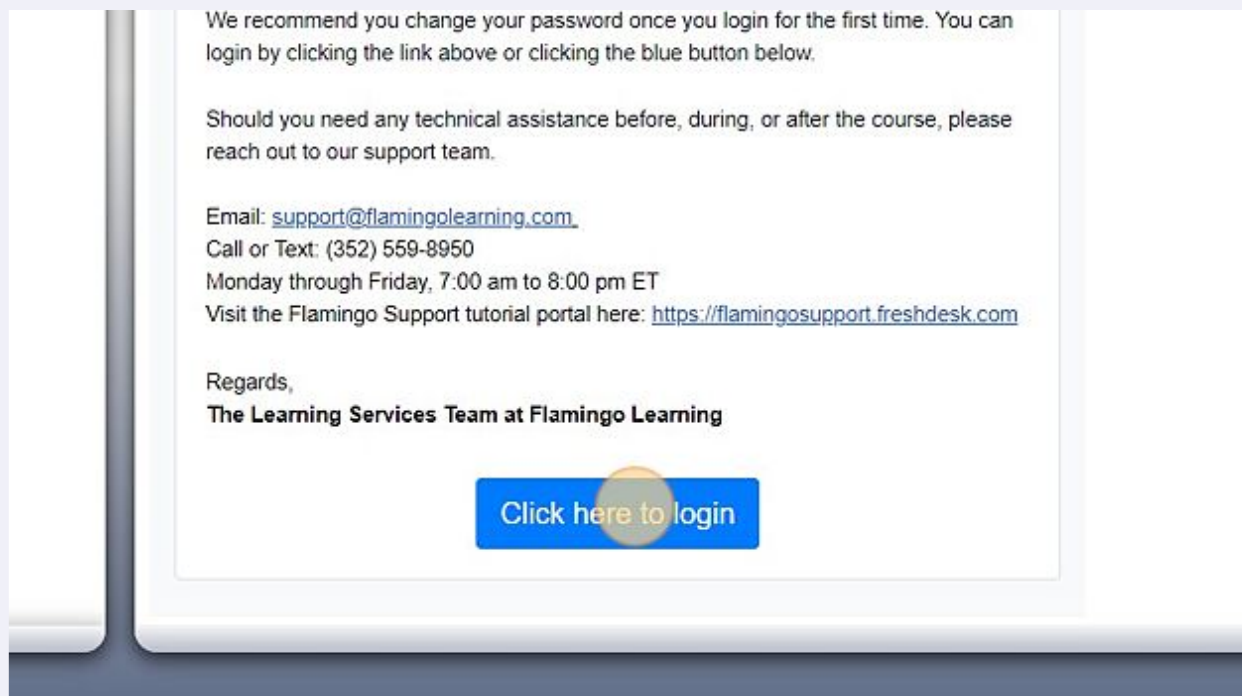
If it is not in your inbox, check your spam folder!



3

The "Account Creation Notification" email contains information such as your Username and the Login Page, as well as instructions for changing your password.

Next, click on the blue "Click here to login" button.



4

You will be brought to a page that looks like this. Click on the blue text that says "Recover your password."



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You should be brought to a Recover Password page.

Fill out the username and email address sections. Please note that the "Username" and the "Email Address" will be the same.

Once you have filled out that section, click on the blue "Request Password" button.

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Recover Password

Please enter your username or email address.

Username
fernandosupport@yopmail.com

Email Address
fernandosupport@yopmail.com

Request Password

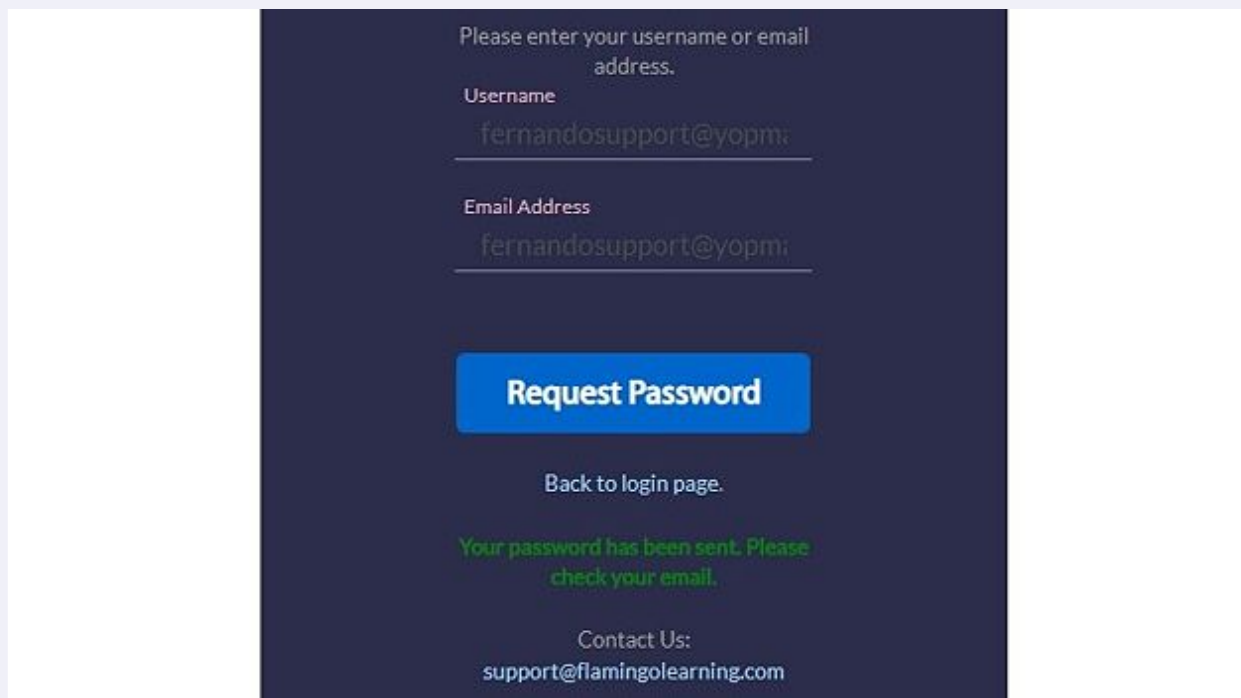
[Back to login page.](#)

Contact Us:
support@flamingolearning.com
Call Us At: 352-559-6950

UF Lastinger Center for Learning
UNIVERSITY of FLORIDA

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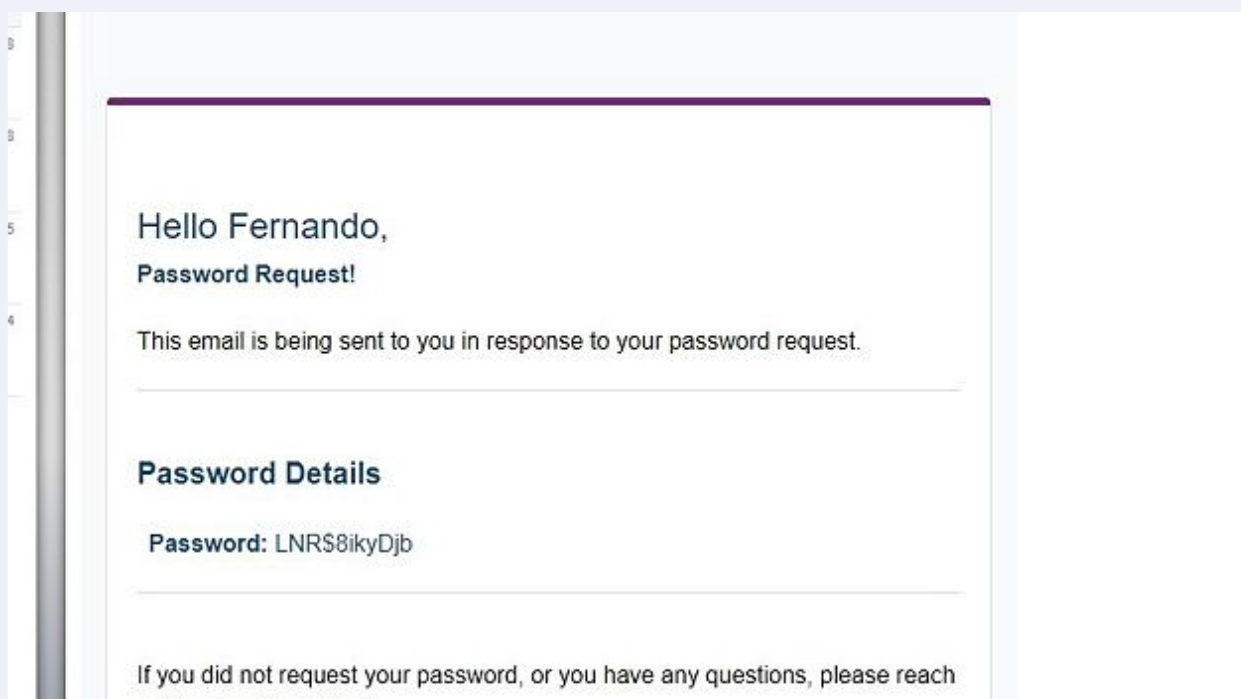
After pressing the request password button, you should see a green blurb saying, "Your password has been sent. Please check your email."

A screenshot of a password request form on a dark blue background. The form contains two input fields: 'Username' and 'Email Address', both with the value 'fernandosupport@yopmail.com'. Below the inputs is a blue button labeled 'Request Password'. Underneath the button is a link 'Back to login page.' and a green message: 'Your password has been sent. Please check your email.' At the bottom, there is a 'Contact Us:' section with the email 'support@flamingolearning.com'.

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Go back to your email and refresh your inbox.

You should receive another email with the subject "Password Request" sent by uflc@geniussis.com.

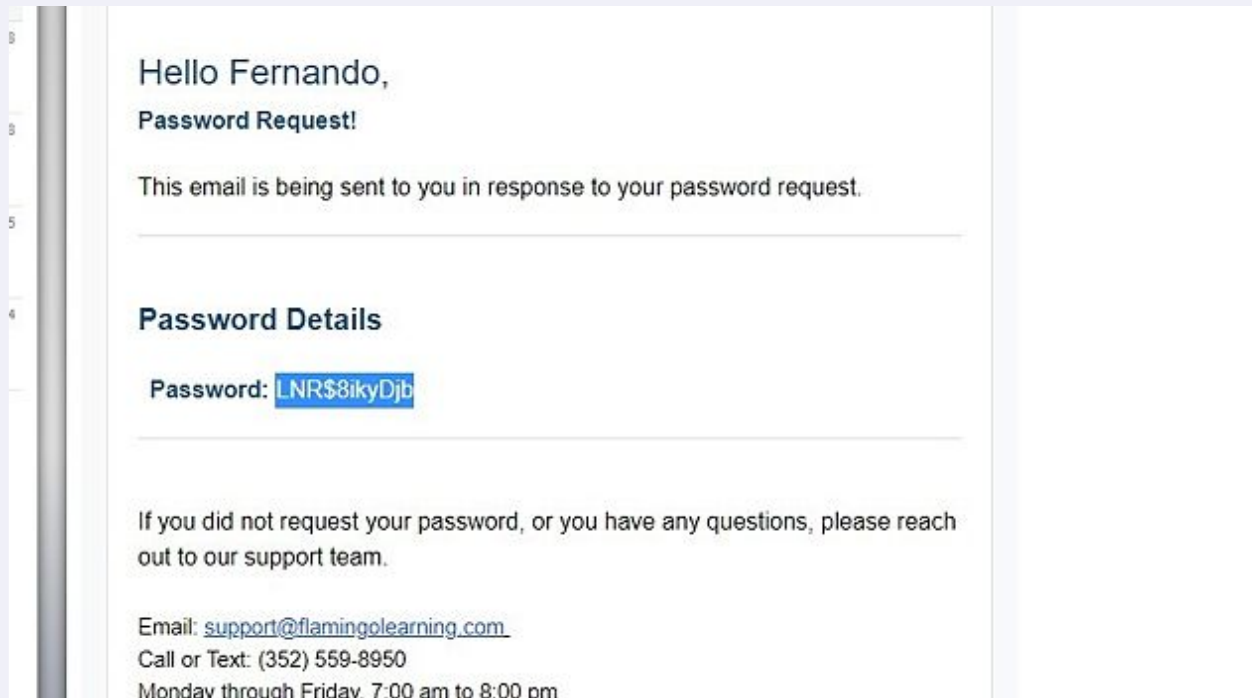
A screenshot of an email interface showing a password request email. The email content includes a greeting 'Hello Fernando,', a subject line 'Password Request!', and a message: 'This email is being sent to you in response to your password request.' Below this is a section titled 'Password Details' which contains the password 'LNR\$8ikyDjb'. At the bottom, there is a line of text: 'If you did not request your password, or you have any questions, please reach out to our support team.'

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The Password Request email will create a password generated by the GeniuSIS system. That will be your current password to sign into the system.

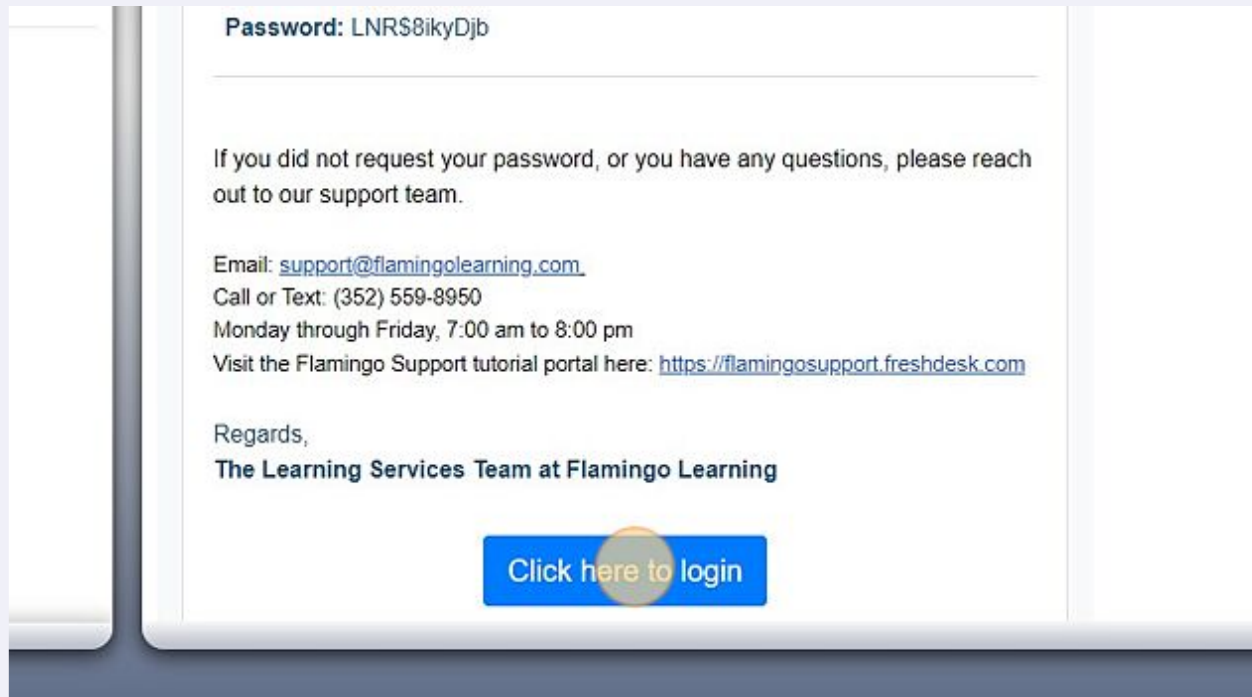
We will now learn how to change that password.

The first step to changing your password is copying the password generated by the system. To copy it highlight the text and then right-click with your mouse. When you right-click, one option should say "Copy." Next, click on "Copy."



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Next, on the "Password Request" email, scroll down to the blue "Click here to login" button and click it.

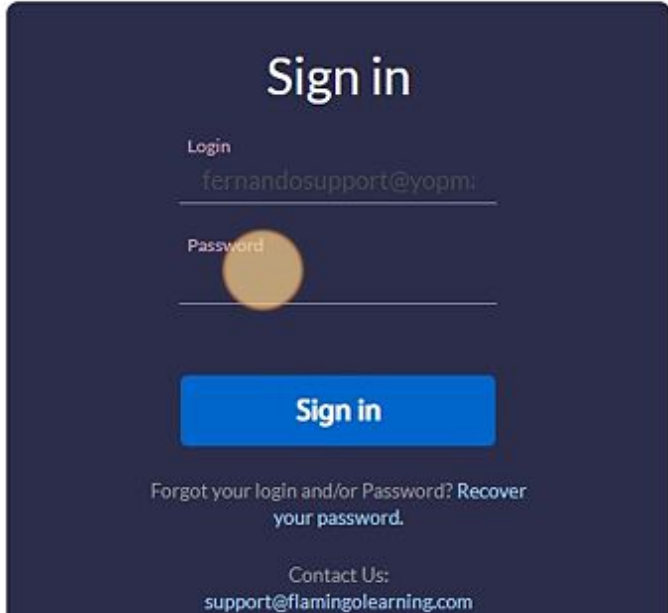


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On this page, you will need to fill out your Login username, which will be your email.

Next, click on the password text field.

Once you click on the password text field, right-click again with your mouse, and one of the options should say "Paste." Click on the "Paste" option, and it should paste the password you copied in step #8.



Sign in

Login
fernandosupport@yopmail.com

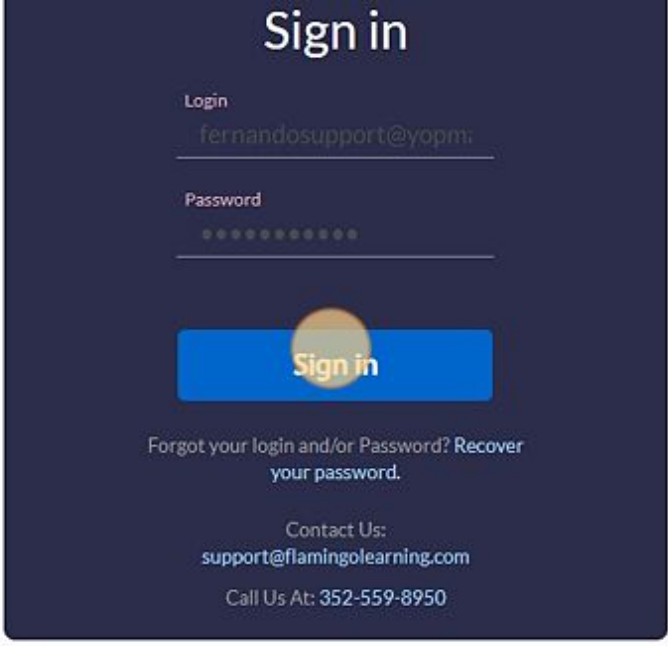
Password

Sign in

Forgot your login and/or Password? [Recover your password.](#)

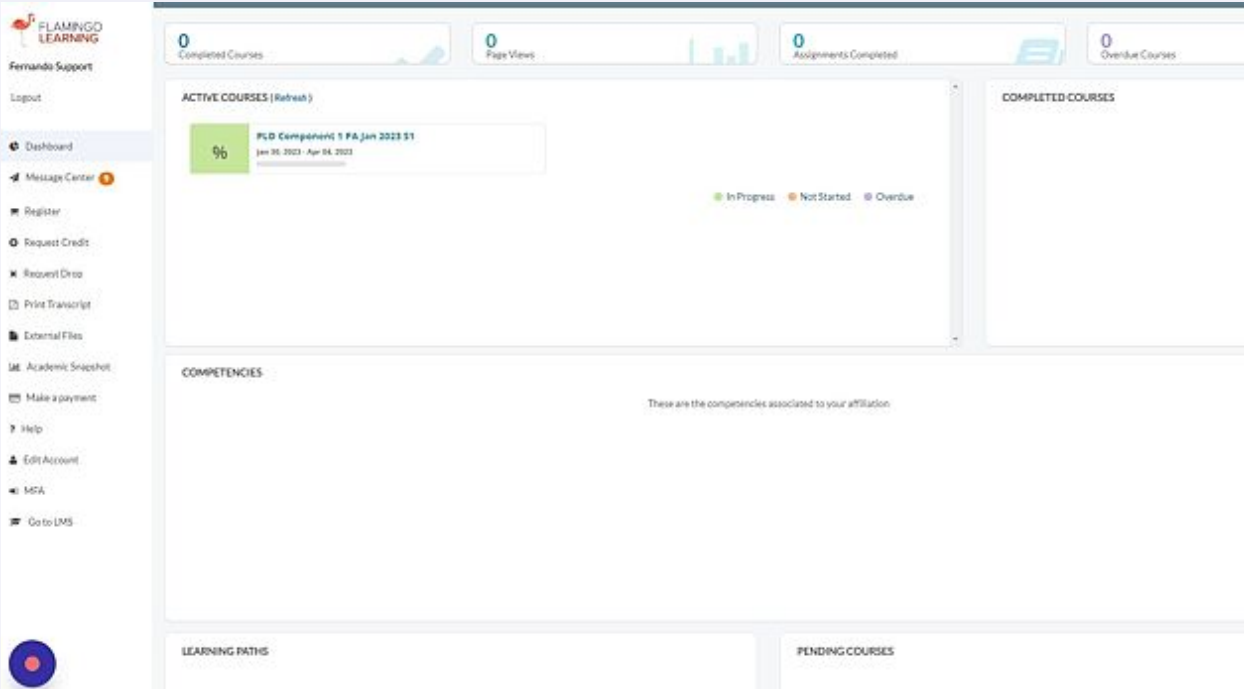
Contact Us:
support@flamingolearning.com

- 11 Once you fill out your username and password, click the blue "Sign in" button.



The image shows a dark blue sign-in form. At the top, it says "Sign in" in white. Below that, there are two input fields: "Login" with the text "fernandosupport@yopm:" and "Password" with a masked password "••••••••••". A blue "Sign in" button is centered below the fields. Below the button, there is a link: "Forgot your login and/or Password? Recover your password." At the bottom, there is contact information: "Contact Us: support@flamingolearning.com" and "Call Us At: 352-559-8950".

- 12 You should now be on the "Dashboard" page!
This is where you can access your courses and view your progress.

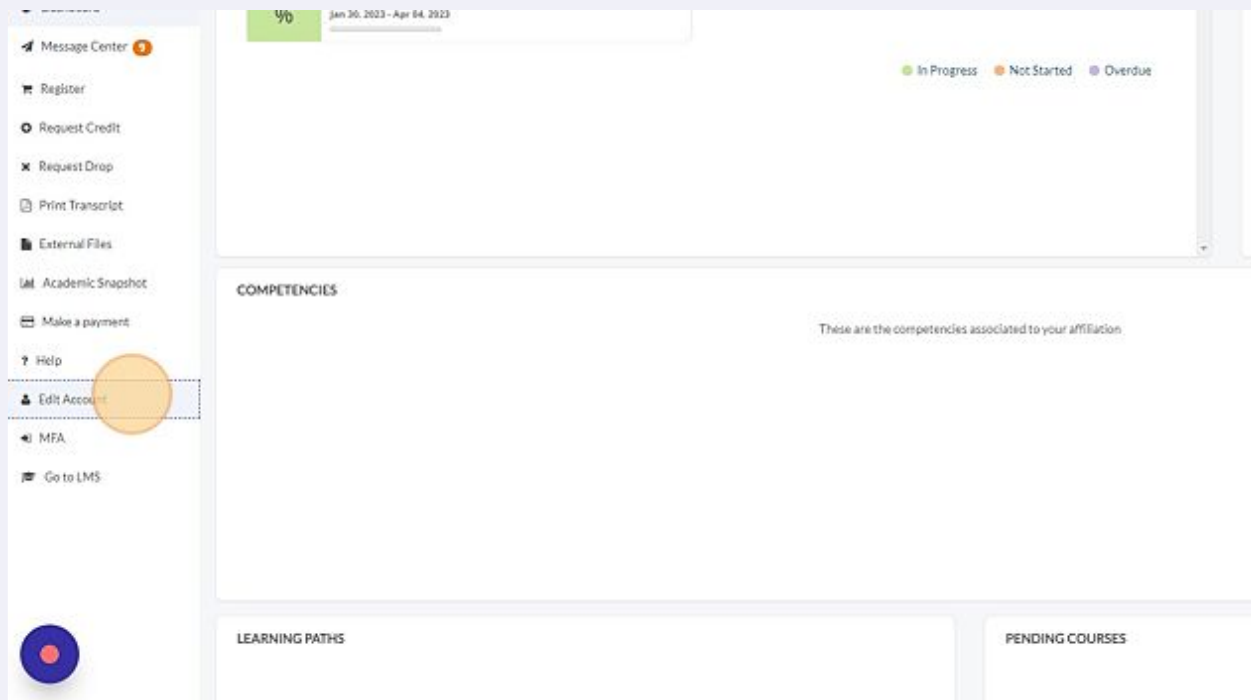


The image shows a dashboard page for Flamingo Learning. On the left is a sidebar with the Flamingo Learning logo and a list of links: Fernando Support, Logout, Dashboard (selected), Message Center, Register, Request Credit, Request Drop, Print Transcript, External Files, Academic Snapshot, Make a payment, Help, Edit Account, MCA, and Go to LMS. The main content area has a top row with four summary cards: "0 Completed Courses", "0 Page Views", "0 Assignments Completed", and "0 Overdue Courses". Below these are three main sections: "ACTIVE COURSES (Refresh)" showing a course "PLD Component 1 PA Jan 2023 \$1" with a progress bar, "COMPLETED COURSES", and "COMPETENCIES" with a note "These are the competencies associated to your affiliation". At the bottom are two more sections: "LEARNING PATHS" and "PENDING COURSES".

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You can also change your password here!

On the left-hand side, there should be a series of different options. One of them is "Edit Account;" click on that "Edit Account" button.



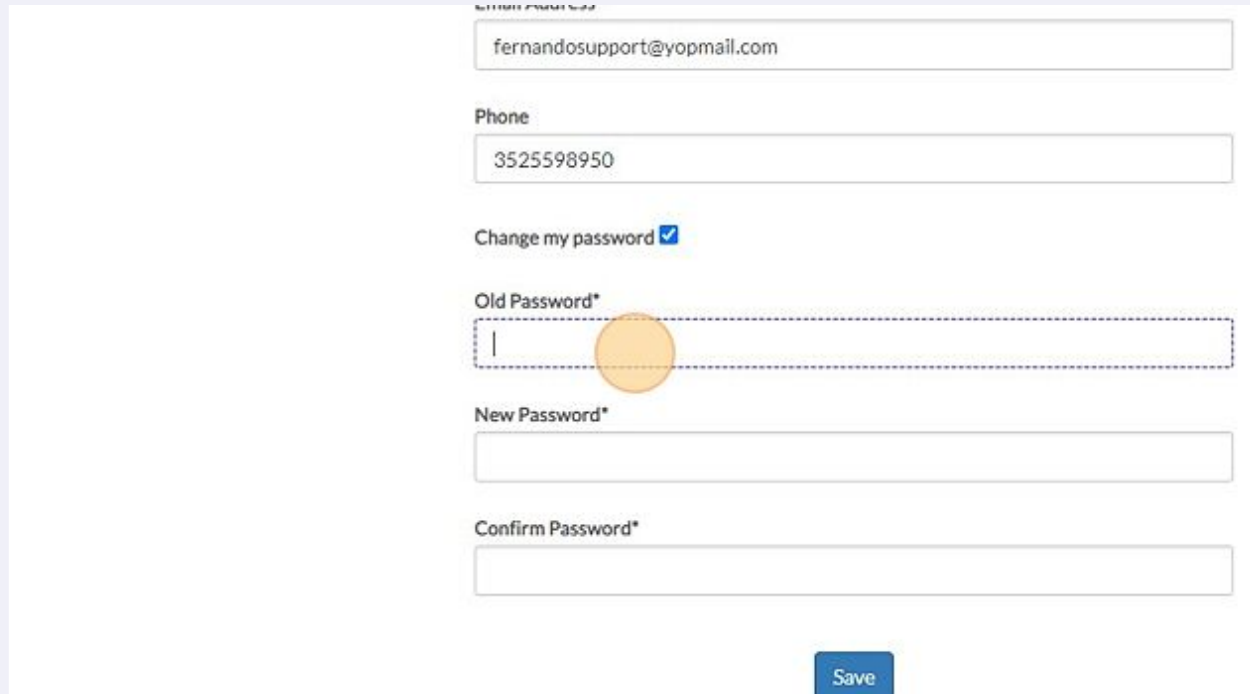
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Next, click the "Change my password" checkbox; this should allow you to input the remaining text fields.

A screenshot of a password change form. It contains the following fields: 'First Name*' with the value 'Fernando'; 'Email Address*' with the value 'fernandosupport@yopmail.com'; 'Phone' with the value '3525598950'; a 'Change my password' checkbox (checked, highlighted with an orange circle); 'Old Password*'; 'New Password*'; and 'Confirm Password*'. Each field has a corresponding input box.

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Start by putting in your "Old Password." Your "Old Password" is the system-generated password from the "Password Request" button. Then, as in our earlier step, right-click and click "Paste" to paste the copied password.



A screenshot of a web form for changing a password. The form includes the following fields and elements:

- An email address field containing "fernandosupport@yopmail.com".
- A "Phone" field containing "3525598950".
- A checkbox labeled "Change my password" which is checked.
- An "Old Password*" field with a dashed border. An orange circle is placed over the end of this field, indicating where to right-click to paste a password.
- A "New Password*" field.
- A "Confirm Password*" field.
- A blue "Save" button at the bottom right.

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Now it is finally time to input your new password!

Here are some things to keep in mind:

1. Your password must be more than six characters but less than 12.
2. Your password must have at least the following:
 - a. One lowercase character
 - b. One uppercase character
 - c. One number
 - d. and a special character.

3525598950

Change my password ☒

Old Password*

LNR\$8ikyDjb

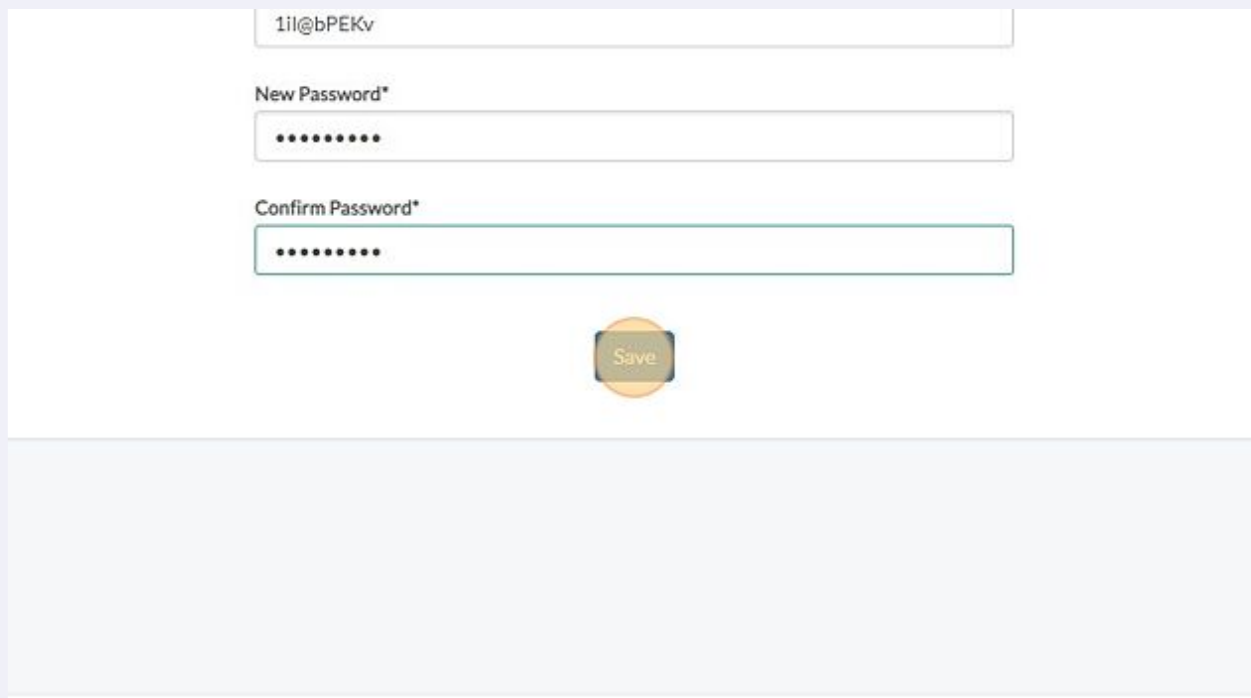
New Password*

Confirm Password*

Save

17

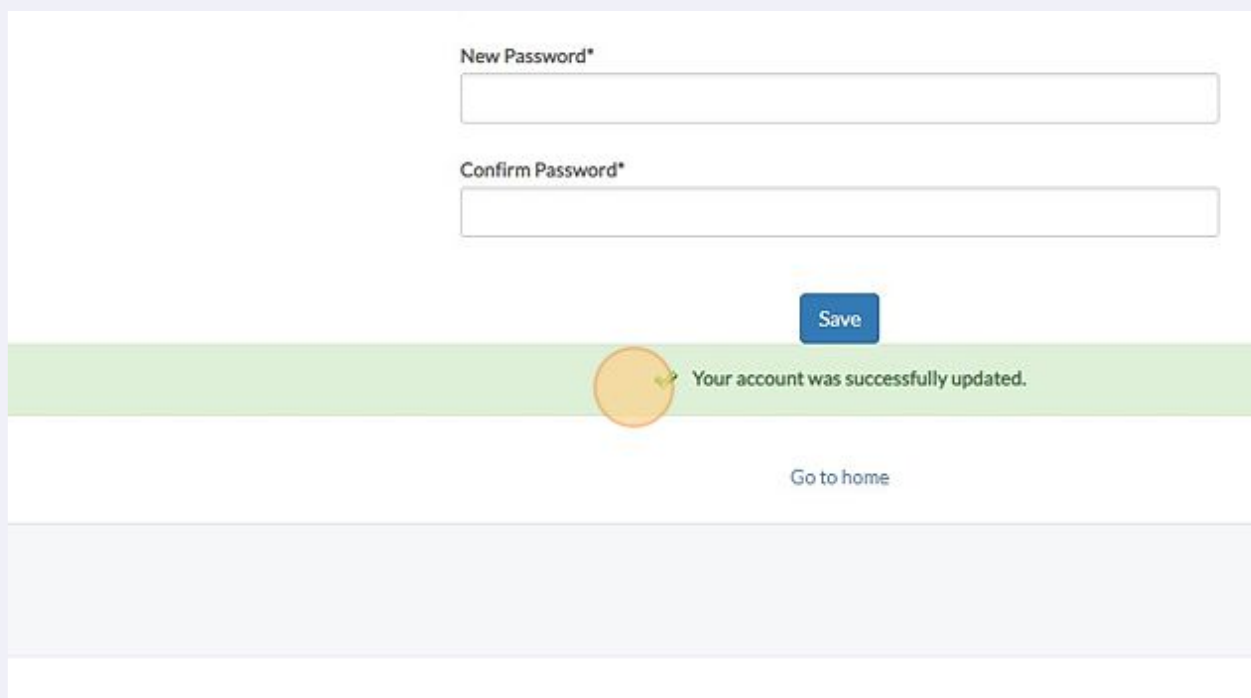
Once you have written a password that follows those rules click on the blue "Save" button.



A screenshot of a web form for changing a password. It features three input fields: the first contains the text '1il@bPEKv', the second is labeled 'New Password*' and contains seven dots, and the third is labeled 'Confirm Password*' and also contains seven dots. Below these fields is a yellow circular button with a blue border and the word 'Save' in blue text. The form is set against a light gray background.

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You should now see text to confirm that your account was successfully updated. And your password should now finally be changed!



A screenshot of the same password change form, but now it displays a success message. The 'New Password*' and 'Confirm Password*' fields are empty. A blue 'Save' button is visible. Below the fields is a green horizontal banner containing a yellow circular icon with a green checkmark and the text 'Your account was successfully updated.' Below the banner is a blue link that says 'Go to home'.