

## Accessing Amplify for Administrators

All administrators should access **Amplify** through the mCLASS web site. Please complete the following steps to login to **Amplify** and access your building data.

<p><b>Logging into the Amplify Web Site:</b></p> <ol style="list-style-type: none"> <li>1. Open your web browser to <b>https://mclass.amplify.com.</b></li> </ol> <p><b>If you know your login information:</b></p> <ol style="list-style-type: none"> <li>2. Enter your <b>Username</b> and <b>Password.</b></li> <li>3. Click <b>Login.</b></li> </ol>	<p>Welcome to <b>Amplify.</b></p> <p>Enter your details below.</p> <p>Username  <input type="text" value="Enter your username"/></p> <p>Password <span style="float: right;"><a href="#">Forgot Password?</a></span>  <input type="password" value="Enter your password"/></p> <p style="text-align: center;"><b>Log In</b></p>
<p><b>If you do not know your login information:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Forgot Password.</b></li> <li>2. From the <b>Reset Password</b> page that appears, enter your <b>Username</b> and <b>Email Address.</b></li> <li>3. Click <b>Send.</b></li> </ol> <p>You will receive an automated email containing the information to reset your password.</p>	<p><b>Reset Password</b></p> <p>If you have trouble logging in, enter your Amplify username and email address and click Send. Our automated system will send you an email containing a temporary password. Use it to log in to Amplify Home, where you will be asked to create a new password.</p> <p>Username <span style="float: right;"><a href="#">Forgot username?</a></span>  <input type="text" value="Enter your username"/></p> <p>Email address  <input type="text" value="Enter your email address"/></p> <p style="text-align: center;"><b>Send</b></p> <p style="text-align: center;"><b>Back to Login Page</b></p>

### Resetting Your Amplify Password:

Once you have received your temporary password from Amplify:

1. Open your web browser to **https://mclass.amplify.com**.
2. Enter your **Username** and **Temporary Password**.
3. Click **Login**.

From the **Reset your password** window that appears:

1. Enter a **New Password**, and then **Confirm Password**.
2. Click **Reset Password**.

### Reset your password.

 You need to change your password to activate your account.

Enter your new password below.

New Password

Enter your new password

Invalid

Confirm Password

Re-enter your new password

Reset Password

### IT Support

#### Accessing Amplify:

If you cannot access **Amplify** using the above steps, please send a support request to [epssupport@eriesd.org](mailto:epssupport@eriesd.org).