

Guided instructions for eL-Users of EAC, on how to activate their eL-User Accounts by using their 'pre-assigned eL-Login Name' in the EAC eLearning System:

How to start the EAC e-Learning System:

- Open 'Mozilla Firefox' Internet browser
 - Open Emilio Aquinaldo College website by entering www.eac.edu.ph at address bar
 - Click on '**e-Learning**' option at the middle right side under the list of Schools.
 - Click on '**EAC e-Learning System**' at the upper left side of the web page.
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How to activate and use your 'Pre assigned eL-Login Name':

- Click on '**Login**' option
 - At '**Login Name** or Email' input box, enter your Pre-assigned eL-Login Name
 - You have to **enter** your Pre assigned eL-Login Name printed on your registration form issued from the Registrar's Office upon enrollment.
 - At '**Password**' input box, enter the same Pre assigned eL-Login Name as above
 - The initial Password is exactly same as your Pre-assigned eL-Login Name.
 - Click on '**Login**' box or press '**Enter key**', to enter into the EAC eL-System
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How to change your Pre assigned 'Initial Password':

- Click on '**Profile**' option
 - Click on '**Change Password**' option
 - At '**Old Password**' input box, enter your Pre assigned eL-Login Name
 - Enter a new password at '**Password**' input box
(Use a combination of letters and numbers, 8 characters minimum and 15 characters maximum)
 - Enter the same new password again at '**Password Again**', for confirmation
 - Click on '**Submit**' to save the changes
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How to 'update your Profile for Name' and other personal information:

- Click on '**Profile**' option
 - Input all required Personal Information as:
 - **Must update** and overwrite your '**First Name**', '**Second Name** as Middle Name' and '**Last Name**' with your complete Official Name as First, Middle & Last Name
 - Enter your 'Date of birth', 'Sex', 'Address', 'Telephone Number' and other information
 - Click on '**Save**' box, to save the changes
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IMPORTANT:

- ***It is necessary to change your Initial Password and remember it, in order to maintain the privacy and security of your eL-contents in the EAC e-Learning System.***
 - ***In case you forgot the Password, you should contact e-Learning System Administrator at the Center for Research and Development Department to reset your Password, which can also be changed by you later.***
 - ***It is necessary to update your Name and other personal information under Profile option, in order to maintain your personal information in the EAC e-Learning System.***
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