

Instructions: First steps in the new schülke academy

This guide will take you step by step through our new schülke Academy. First, you will learn how to reset your password, followed by how to log in, browse the course catalogue, and start your courses.

Activate user account in the schülke academy

1. Check your email inbox for a message with the subject "Important information: The new schülke Academy is online!" and click the password reset link provided.
2. On the Forgot Password screen, enter the email address that received the original message.

Forgot your password?

Email *

Send

Back to login

3. Click **Send** to receive a password reset link via email.
4. Check your inbox for an email with the subject "Password reset instructions" (please also check your spam folder). Click the link to set a new password.
5. Create a strong new password for your account.

Set your new password

Password *

Confirm password *

Change my password

Your account is now activated, and you can log in as usual.

Log in to the schülke academy

1. On the login screen, enter your email address and new password. Click on "Sign in"

Log into the schülke academy

Email *

Password *

[Forgot your password?](#)

Log In

2. After logging in, you will land on the home page, where you can see the courses that are right for you. Once you've found a class you'd like to join, click on the class to start it.



Home

My learning

Catalogue

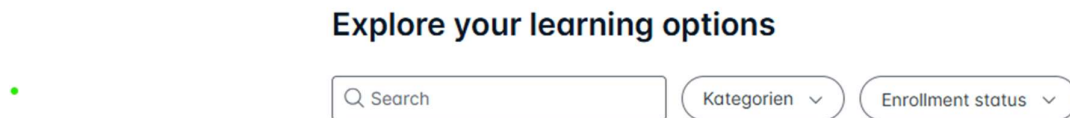
Hi Carola, welcome!

[Courses](#)

3. Click on "Catalog" to view more available courses.



4. You can search the catalog by keywords or use the filters to search for specific categories.



5. Click on "Home" to return to the dashboard at any time.



6. Courses that have been started and completed and the corresponding certificates can be found in the menu under "My learning".



We hope you enjoy the digital courses offered by the schülke academy!