



Delivery staff

Forgotten password

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1.0 Forgotten password



1.1 Introduction

This process is used to allow learners to access Plan-it even if they have forgotten their password.

You need:

Access to the learner site: <https://planit.s-cool.co.uk/learner>

You (the supervisor) need your login details for the Plan-it supervisor site (username and password)

1.2 Log-in screen

Learner logs onto Plan-it at:

<https://planit.s-cool.co.uk/learner>

Learner clicks the '[Forgot password?](#)' link.

privacy policy'. Below this is another line: 'If you haven't got a Plan-it username please [create your username here](#)'. At the bottom left of the box is a blue link with a question mark icon: 'Forgot password?'. At the bottom left of the page is a 'privacy policy' link. At the bottom center is a small blue link: 'БІЛӘСЛ ҒОҠИҢА'."/>

1.3 Learner identification

The learner should enter all required details.

Note that all the details are required exactly as they appear on the school's records e.g. Robert rather than Rob or Bob.

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continued

1.4 Confirm details

The supervisor must check that the learner's details are accurate and then confirm this by entering his or her username and Plan-it password in the fields provided.

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Supervisor help required

Please ask your teacher/supervisor to enter their details in the boxes below. You will then be asked to change your password to something that you will remember.

Learner name: Troy Biaggi
Provider: Abbey School
Date Of Birth: 01-January-1991

Teacher/Supervisor Username: Lavery
Teacher/Supervisor Password: [redacted]

[privacy policy](#)

Next

1.5 Choose a new password

The learner must then reset the password to something that they will remember next time.

We strongly recommend that they use the same password as they use for the school's network.

They then confirm the password in the field provided.

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Choose a new password

Think of a password that you will remember, but that will not be guessed by anyone else. You will need this password every time you visit this web site, so be sure to write it down somewhere safe. The password you choose must be at least 4 characters long.

Type a new password here:
[redacted]

Please re-enter the same password here:
[redacted]

* Please note that only lowercase letters will be permitted

[privacy policy](#)

Next

1.6 Process complete

Once the learner has chosen a new password they are taken back to the login page where they can access Plan-it using their username and new password.

If the learner is having difficulty remembering their username please refer to the 'Plan-it Learner Username Report' in the supervisor area, where you can remind the learner of their username.

plan-it

Please login

New Login Process

If you have a Plan-it username please log in below:

Username: [redacted]
Password: [redacted]

By logging in, I confirm that I have read and agreed to the terms set out in the [privacy policy](#)

If you haven't got a Plan-it username please [create your username here](#)

[Forgot password?](#)

[privacy policy](#)