

**Signing up and Logging in:**

**Virginia LinguaFolio® Online Instructor Tutorial**

**Section 1: Getting your *Join Code***

1. Every school will have a unique Join Code to use in creating teacher and student accounts. Before you sign up, you will need to request your Join Code*.*
2. Join Codes have been distributed by email to headmasters and school division world language supervisors or contact person.
3. You can also request your Join Code by emailing Avis.Scarborough@doe.virginia.gov or the LinguaFolio® tech team at lfolio@uoregon.edu

**Section 2: Signing Up for Virginia LinguaFolio® Online**

1. Go to <https://virginialfo.uoregon.edu/>
2. Click either “Sign Up” or “Get Growing.”
3. Next, click “Instructor.”
4. After clicking “Instructor,” you will be asked to choose your organization. Select the icon for the Virginia Department of Education.
5. Next, you will be asked to enter basic information including your username and password. Make sure that your username and password are each at least six characters long. When you are finished, click “Next.”
6. Then, you will be prompted to enter the Join Code for your school. When you are done entering in your Join Code, click “Sign Up.” You will automatically be added to your school section.
7. After you click “Sign Up,” you will be redirected to the dashboard (home page). A class section titled “Class for <username>” will be automatically created for you upon finishing the sign up process.

**Section 3: Logging In to Virginia LinguaFolio® Online**

1. Go to <https://virginialfo.uoregon.edu/> Click “Login” near the top right corner.
2. You will be directed to enter your username and password. Then, click “Log In.”
	1. If you forget your password, you may reset it by clicking “Reset It.”
	2. If you need to reset your password, you will be prompted to enter either the username or email address associated with your account.
	3. Once you have entered the required information, click “Submit” and an email will be sent to your account so that you can reset the password.
	4. If you do not receive the email, please make sure that your email filters are not blocking emails from *lfolio.uoregon.edu*.