



## Logging In to the TRC

To log in to the Technology Resource Center (TRC), you will need the following information:

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Guest Password:** \_\_\_\_\_

1. Launch your Internet browser and go to [www.globalacademics.com](http://www.globalacademics.com).
2. Click the MyTRC button in the top right corner of the page. Type your username and password. Click the Enter button. This will take you to your Profile page.
3. To upload or change your picture, go to the My Picture area in the center of the page. Click EDIT. Choose from the pictures provided or browse to the picture you want, select the picture and click the Submit button. Click DELETE to remove your picture altogether.
4. To change your password, go to the Account Info area in the center of the page. Click CHANGE PASSWORD, fill in the required information and click the Submit button. You will receive a confirmation that your password has been changed. Click the Continue button to return to your Profile page. (Note: You will not see a place to change your guest password. If you need to change your guest password, please speak to the TRC Administrator in your school.)
5. To learn more about using the TRC including accessing technology resources, uploading projects to your Project Library and creating Web Presentations, complete the TRC lesson available in the Tools section under TRC Tools. Go to the Tools menu, click TRC TOOLS and then click TRC LESSON.



Security Precaution: Do not share your password with anyone. To allow your family and friends to view the projects in your Project Library and Web Presentations area, give them your guest password.