

Challenger Center Hawaii

Online Mission Management System

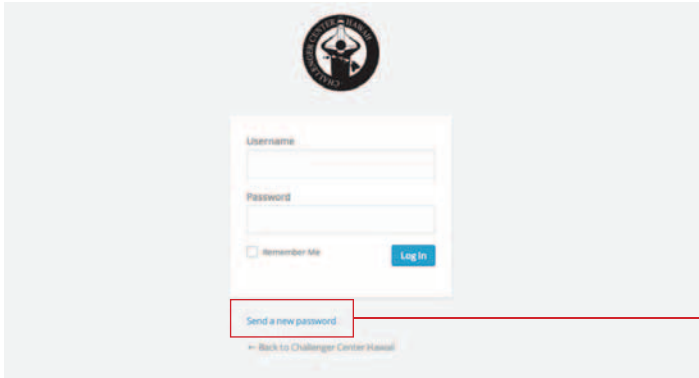
Teacher Login Instructions

Revised August 6, 2014



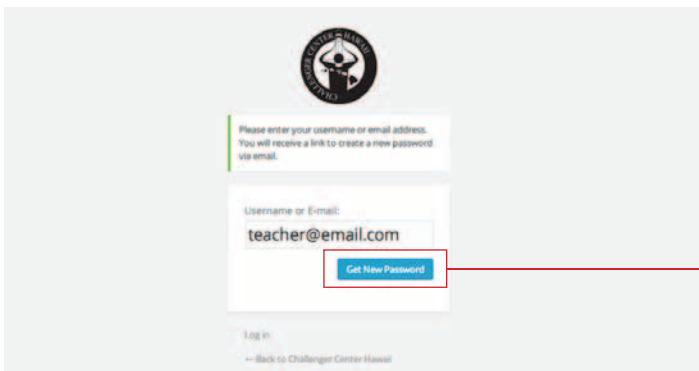
Logging In for the First Time: Obtaining Your Password

Our MMS system automatically creates a random password when we enter your name into our system. Because of this, you will need to create a new password by following the instructions below. Once you create a new password, you can log in any time on this screen to access your mission information.

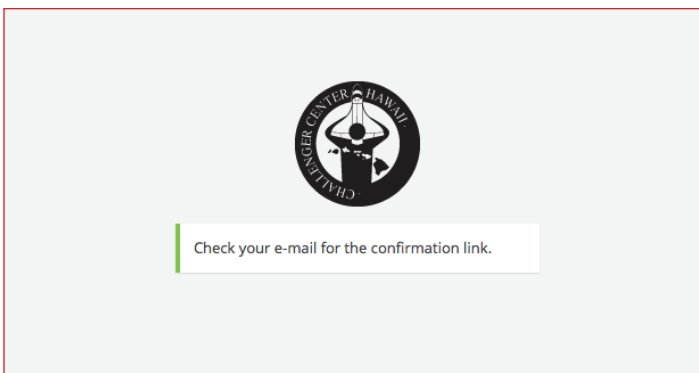


1. Go to **ChallengerCenterHawaii.com**
Click on the **Teacher login** link at the bottom of CCHI's home page.

2. Click on "Create a new password" link.

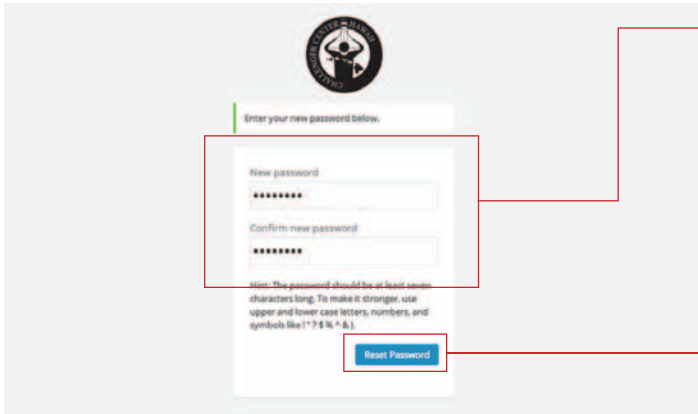


3. Enter the email address Challenger Center Hawaii uses to contact you. Click GET NEW PASSWORD.



4. Check your email for a link to create a new password before moving forward.

- Logging in For the First Time Continued -

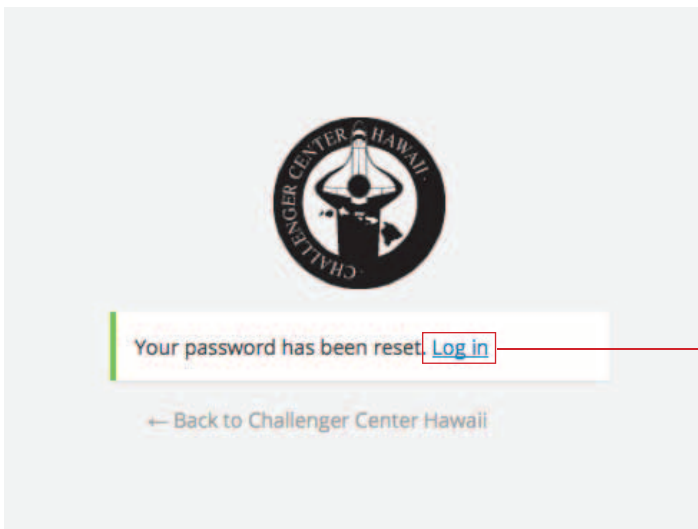


The screenshot shows a password reset form with the following elements:

- Header: "Enter your new password below."
- Field: "New password" with a masked password "*****".
- Field: "Confirm new password" with a masked password "*****".
- Text: "Note: The password should be at least eight characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! ? \$ % ^ & ; .
- Button: "Reset Password".

Red boxes highlight the "New password" field, the "Confirm new password" field, and the "Reset Password" button. Red lines connect these boxes to the corresponding steps in the instructions.

5. After you've received the email, click on the link at the bottom of the email. It will take you to the website where you will see a prompt like this. Enter a new password and confirm the new password by entering it again. Remember your password so you may log in again when you come back to the site.
6. Click RESET PASSWORD.

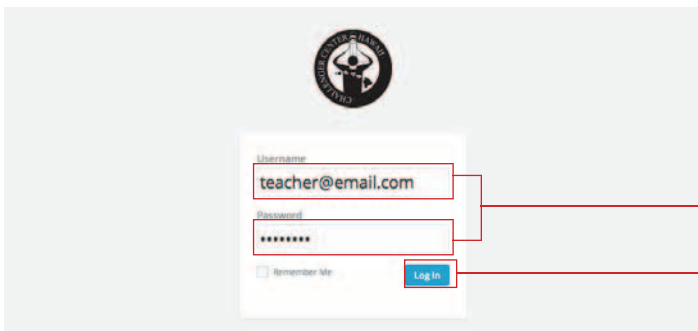


The screenshot shows a confirmation screen with the following elements:

- Header: "Your password has been reset."
- Text: "Log in" (a blue link).
- Text: "← Back to Challenger Center Hawaii".

A red box highlights the "Log in" link, and a red line connects it to the corresponding step in the instructions.

7. A confirmation screen will appear. Click LOG IN.



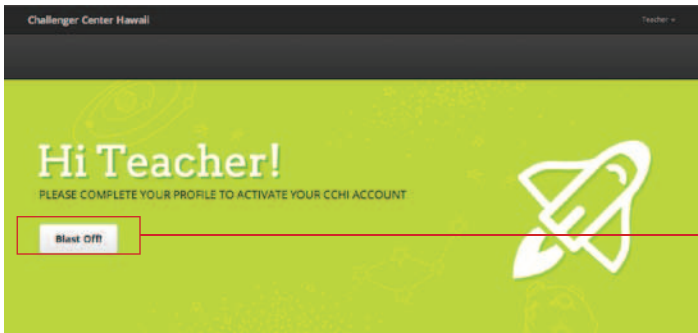
The screenshot shows a login form with the following elements:

- Field: "Username" with the value "teacher@email.com".
- Field: "Password" with a masked password "*****".
- Text: "Remember Me" (with an unchecked checkbox).
- Button: "Log In".

Red boxes highlight the "Username" field, the "Password" field, and the "Log In" button. Red lines connect these boxes to the corresponding steps in the instructions.

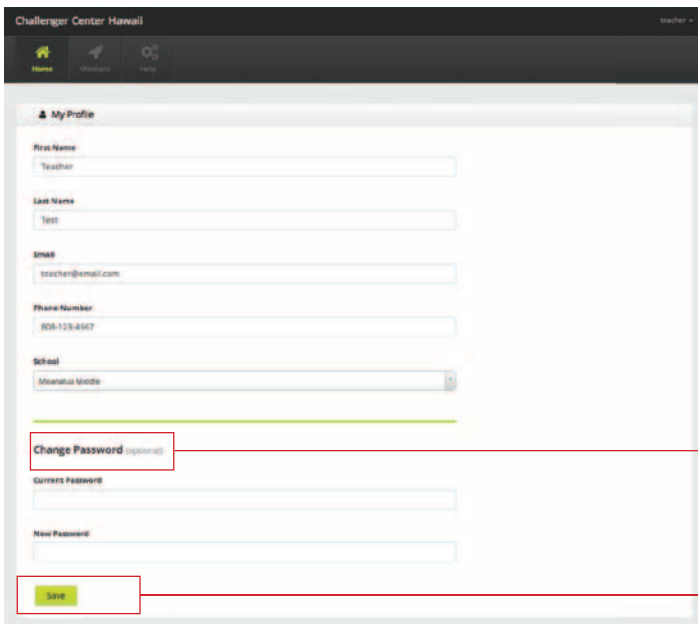
8. Enter your username and NEW password.
9. Click LOG IN.

Logging In for the First Time: Completing Your Profile



Once you're logged in, you'll need to complete your profile before you can access any missions.

1. Click BLAST OFF.



2. Your profile page will appear. Complete your Profile with the correct information.

3. You have the option to change your password. Leave it blank if you do not want to change your password at this time.

4. Click SAVE.



5. To come back to this screen, click on "My Profile" after you hover over your name in the upper right corner.