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# Stirling and Clackmannanshire Education Service



## 20#20 Excellence in Learning Technology



### A 5-Year Ambitious, Aspirational and Achievable ICT Strategy

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## Know Your Glow – Email Migration

### 3. How to change your Vantage Point details

*This help sheet shows how to access and change your Vantage Point profile*

#### Why do this?

In order to access the Vantage Point portal for CLPL Staff Development, you will need to update your details.

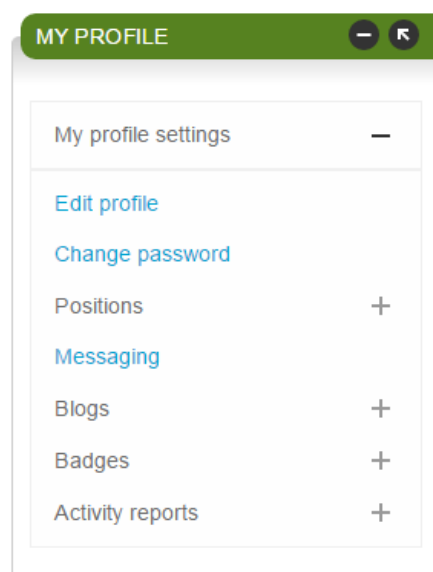
#### What else do I need to know?

To do this, you will need to know your new Glow username, and Glow email address. In almost all cases, your new Glow username will be in the same format as your Groupwise username and the email domain will be @glow.sch.uk

e.g. [smithj01s@stirling.gov.uk](mailto:smithj01s@stirling.gov.uk) will have a Glow email address of [smithj01s@glow.sch.uk](mailto:smithj01s@glow.sch.uk)

#### What are the steps?

1. Log in to Vantage Point using the shortcut on your desktop, or this link below:  
<http://stirling.learningpool.com/index.php?> (Your login is your Stirling Council ID number)
2. Click **MY PROFILE** (half way down the screen on the right hand side)
3. Choose **Edit profile**



## Improving Life Through Learning

*20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.*

#### 4. Change your new email address

There are required fields in this form marked \*.

### General

First name\*

Surname\*

Email address\*

#### 5. You will receive an email confirmation.

Confirmation of email update at Stirling LMS

**AU** Admin User <support@learningpool.com>  
To: Alan Hamilton; ↕

Dear Alan Hamilton,

You have requested a change of your email address for your user account at Stirling LMS. Please open the following URL in your browser in order to confirm this change.

#### 6. At the bottom of the email is a URL link.

<http://stirling.learningpool.com/user/emailupdate.php?key=qaUN9rhG3n05rCCmrUy6&id=2951>

#### 7. You must click on the link and confirm the change to finish the process.

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