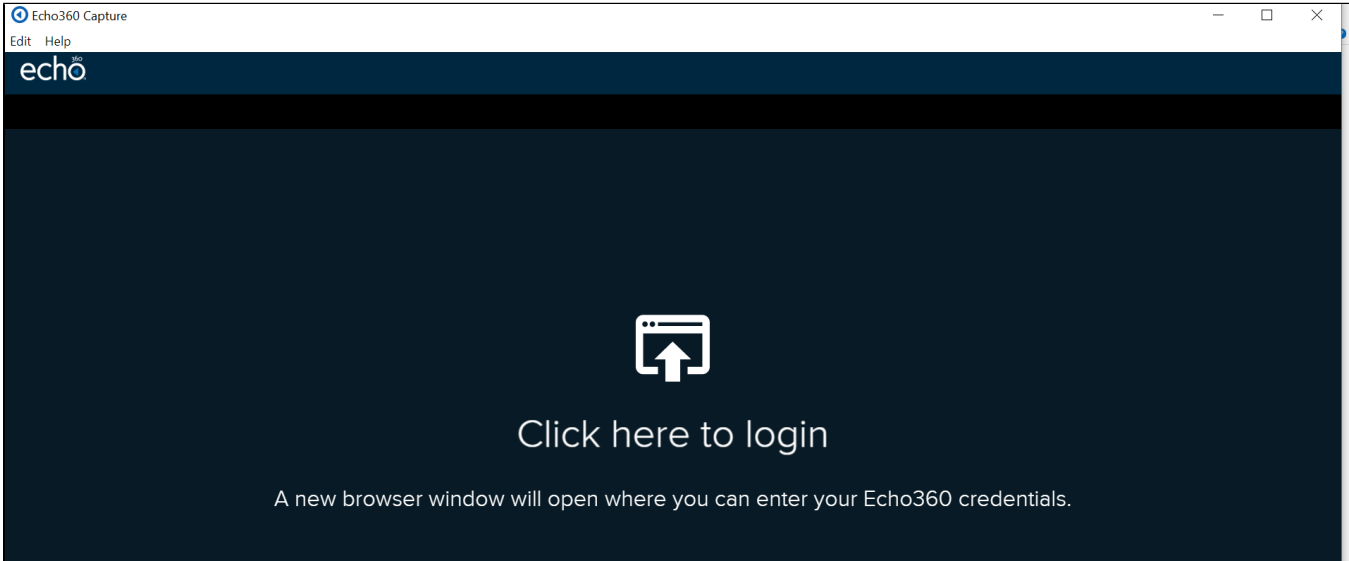


Logging in to Universal Capture Personal

This training guide describes the basic steps required to log in to the Universal Capture Personal application.

1. Open the application

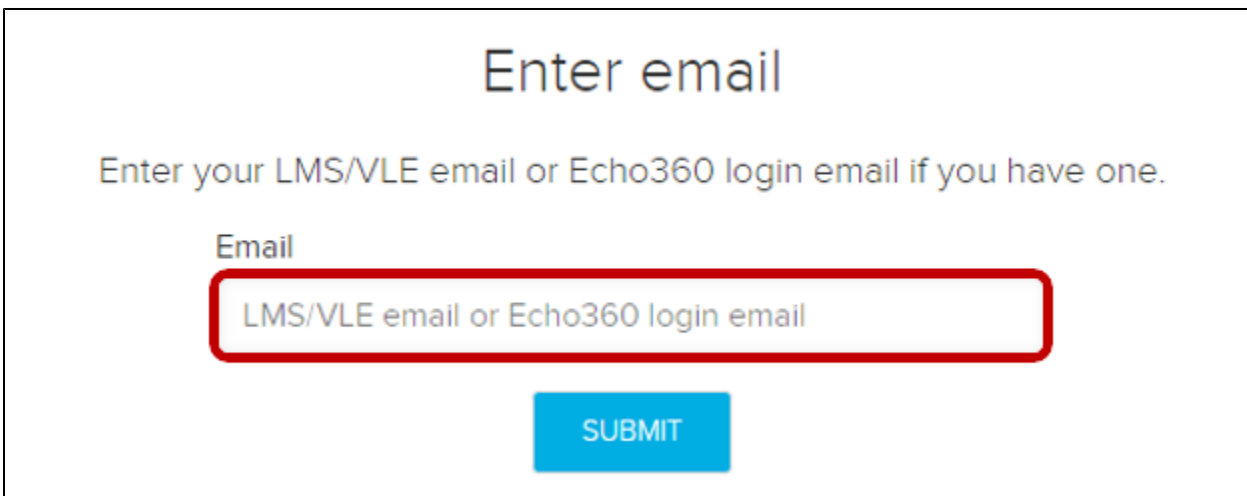


Select 'Click here to login' and follow the prompts.

Note that a new browser window will open.

2. Log in to Universal Capture Personal

Select 'Login'.

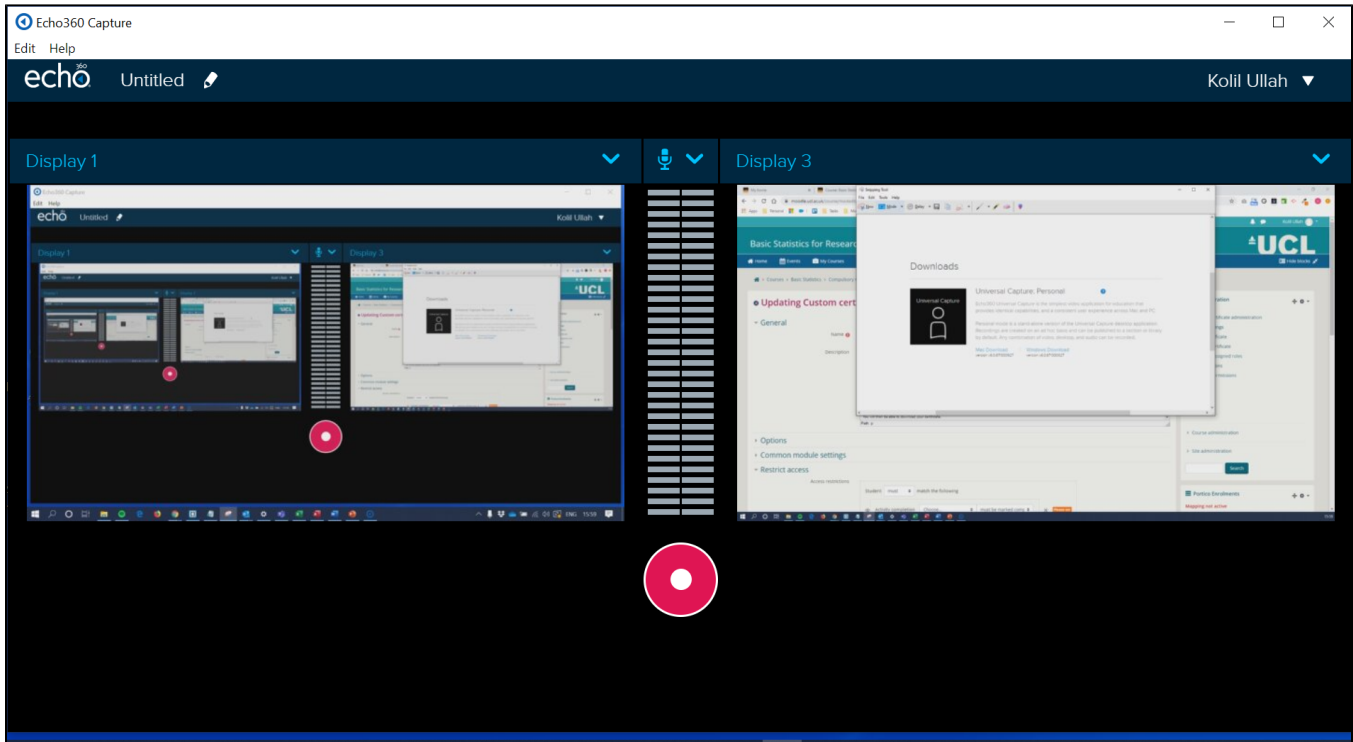
A screenshot of a login form titled "Enter email". The form has a white background and a thin black border. At the top, the text "Enter email" is centered in a large, dark font. Below it, the instruction "Enter your LMS/VLE email or Echo360 login email if you have one." is centered in a smaller, grey font. Underneath the instruction is a label "Email" in a dark font. Below the label is a text input field with a red border and a light grey background. The input field contains the placeholder text "LMS/VLE email or Echo360 login email". Below the input field is a blue button with the word "SUBMIT" in white, uppercase letters.

Enter your UCL email address, then click 'SUBMIT'. If prompted, select 'University College London' and click 'SUBMIT'.



Do not use your email which is userid@ucl.ac.uk always use the named alias email eg j.smith@ucl.ac.uk

3. Application will open



The application will open as displayed above. You are now logged in.