

Alchemy Manager Login Page

The Alchemy Manager login page is designed to allow clients access to their training information as quickly and safely as possible. In addition to the login instructions, please note the new globalization features and our product blog.

Step 1:

- Go to your Alchemy eLearning Website (www.sistemlms.com/yourcompanyname)

Step 2:

- Enter your Username and Password
 - Don't know your username/password?
 - Speak to your onsite Alchemy Contact
 - Select "Forgot **username** or **password**" to contact our Client Support team
 - See page on User Globalization Options to set language preferences

Step 3:

- A. Reset your password
 - Needs to be at least 5 characters long
 - Case Sensitive
- B. Enter **E-mail**
- C. Choose **Timezone**
- D. Select **Website Language**
- E. Select **Save**

Please verify the information below and update it if necessary

User Information

These settings can be changed in "My Profile".

In order to improve security, it is necessary for you to change your password. Once you have completed and submitted the form below, your new password will be activated. This new password and your current Login ID will be required for future access.

Username ckramer	E-mail name@company.com
Password Password required	Choose Timezone America/Chicago
Password Confirmation Password Confirmation required	Website Language English (US)
	Save

See the next pages for information on translating the login page and accessing our product blog

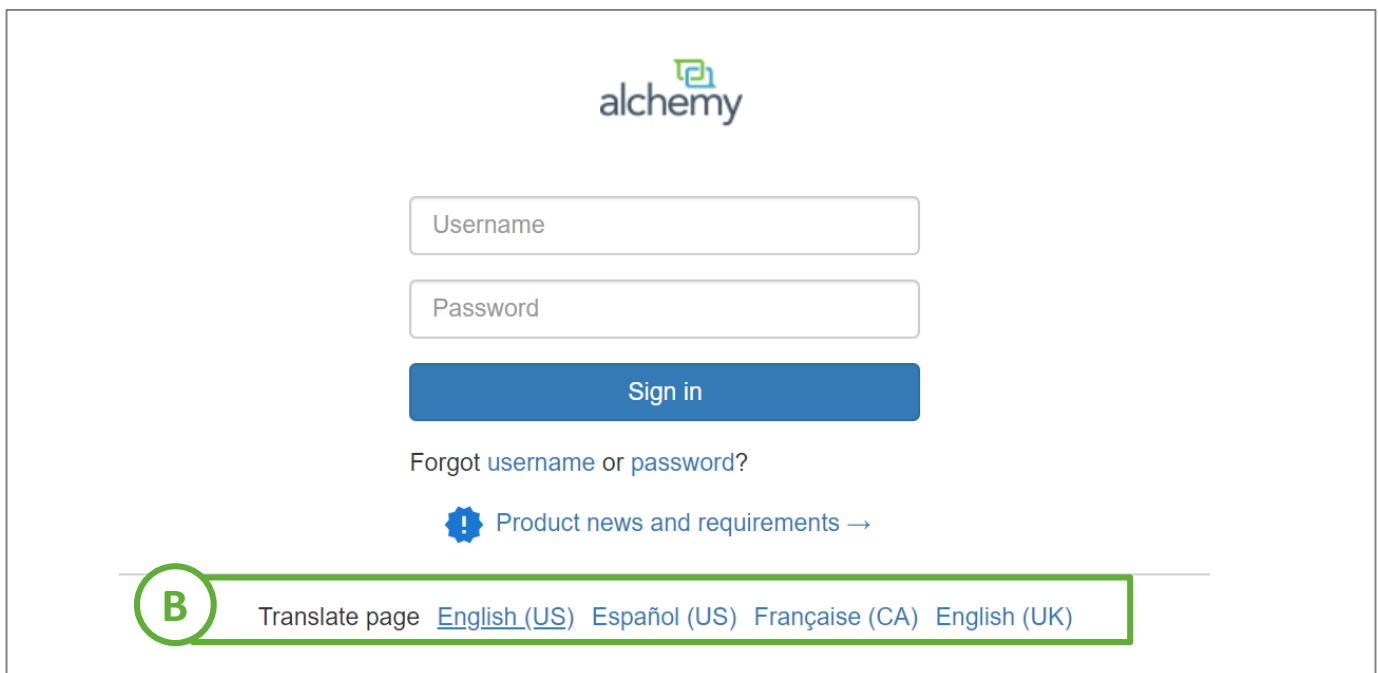
Alchemy Manager

Login Page: Translate

Globalization – Translating the Login Page

Use this feature to translate the login page to your preferred language.

- A. Navigate to your Alchemy Manager website and scroll to the bottom of the page
- B. From the Translate page section, choose the language into which you will translate the page:
 - English (US)
 - Español (US)
 - Française (CA)
 - English (UK)



The screenshot shows the Alchemy Manager login page. At the top center is the Alchemy logo. Below it are two input fields: "Username" and "Password". A blue "Sign in" button is positioned below the password field. Underneath the button is the text "Forgot username or password?". Below that is a gear icon followed by the text "Product news and requirements →". At the bottom of the page, there is a horizontal bar with a green border. On the left side of this bar is a green circle containing the letter "B". To the right of the circle is the text "Translate page" followed by four language options: "[English \(US\)](#)", "[Español \(US\)](#)", "[Française \(CA\)](#)", and "[English \(UK\)](#)".

Note: This language option will remain on the page until the preference is changed again

Alchemy Manager

Login Page: Product Requirements

Product Blog (Product Requirements)

Access our blog to review up-to-date system requirements and to get a sneak peak at upcoming Alchemy platform updates.

- A. Navigate to your Alchemy Manager website
- B. Under the Welcome to Manager section click on **Product news and requirements**
- C. From the main blog page, Product Requirements can be found in the side bar to the right
 - Alchemy updates can be found in the main blog roll

