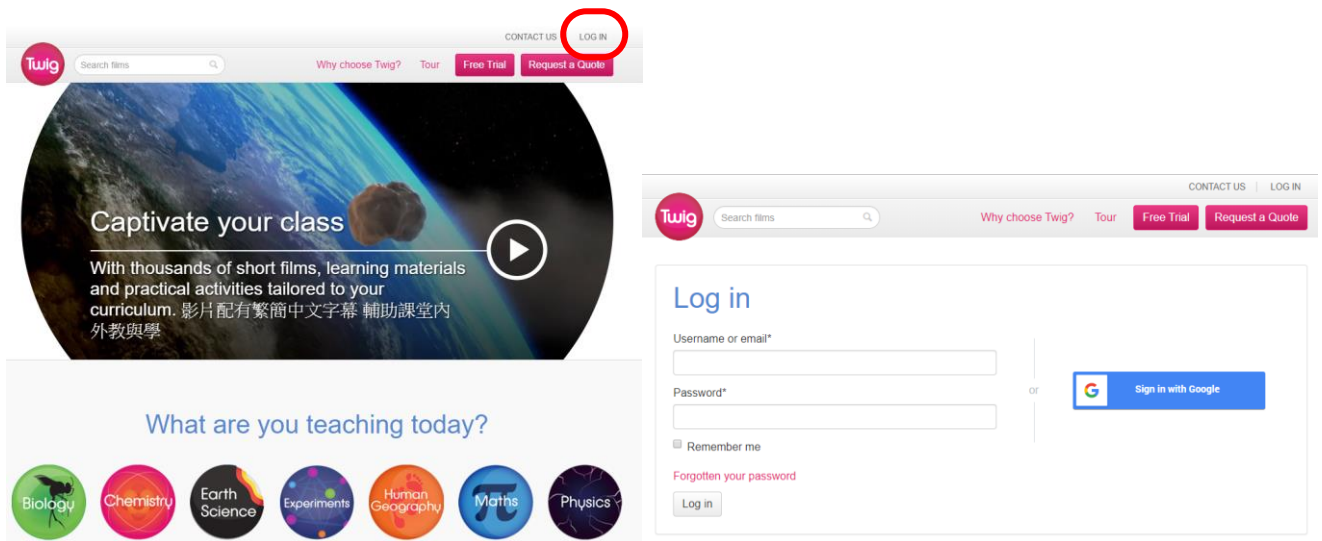


## Twig - User Guide of Teacher Account

### Log in to Twig

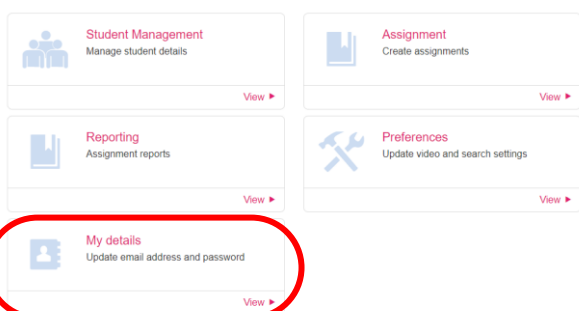
1. Visit [www.twig-world.com](http://www.twig-world.com) , and click '**LOG IN**'
  
2. Use the information below for first login
  - i. Username or Email: HKEdCity login ID or email provided
  - ii. Password: Default password, the pattern is 'HKEdCity school code-ID of email provided'. For example, if abc is the HKEdCity school code and wongsiukeung@gmail.com is the email provided, the default password is abc-wongsiukeung



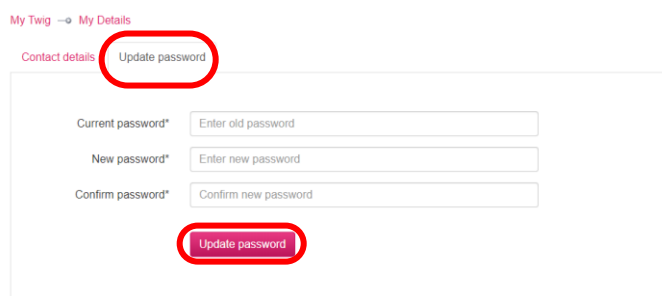
3. Change password upon the first login
  - i. Click '**My Twig**', select '**My details**', then '**Update password**'
  - ii. Input the default password in the field of '**Current password**'
  - iii. Input the new password in the field of '**New password**' and '**Confirm password**'
  - iv. Click 'Update password' to complete and confirm the password changed



### My Twig

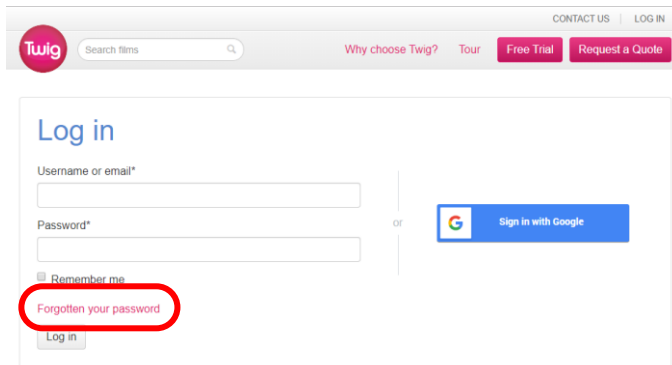


### My details



## **Forgot Password**

- Click '**Forgotten Your Password**' on the login page and enter the login email. A reset password email will be sent to this email



The screenshot shows the Twig login page. At the top, there is a navigation bar with the Twig logo, a search bar, and links for 'CONTACT US', 'LOG IN', 'Why choose Twig?', 'Tour', 'Free Trial', and 'Request a Quote'. The main content area is titled 'Log in' and contains a form with the following elements:

- A text input field for 'Username or email\*'
- A text input field for 'Password\*'
- A vertical separator with the word 'or' in the middle.
- A blue button with the Google logo and the text 'Sign in with Google'.
- A checkbox labeled 'Remember me'.
- A link labeled 'Forgotten your password' which is circled in red.
- A 'Log in' button at the bottom.