The Profile screen has a button at the top for changing your password and you should select it:

A ‘Change password’ box will pop up and you enter the old password (in this case 123abc), and then enter the new password you wish to use.

After saving, you can exit by selecting at the top left of your screen to re-enter the main menu.
Selecting ‘iCoach from the main menu will open the iCoach application which has two areas and a tool bar. ‘Sent Invitations’ will let you create new invitations to review a video and it will also let you manage invitations that you have previously sent (View all). ‘Recent activity’ gives quick access to view and manage items.

The toolbar menu at the top of the page contains the following options:

- **Home**: transports users to the first screen that is seen upon entering iCoach.
- **Invitations**: is the entry point to the area of iCoach that is used to create and accept invitations. This is a very important part of iCoach, so suffice to say, this page will be visited often.
- **Media**: takes users to their personal media library. This page displays every video the user has uploaded, ability to add YouTube links or upload from Google Drive, and it provides the option to organize these videos into specific folders. Importantly, a drag and drop area box to upload files is located in the top right corner called 'To upload files drag or click here'.
- **Teams**: contains all the functions for creating a team, or managing your team of fellow peers.
- **Reports**: section provides an overview of the reports made on each of your videos by your peers.
‘Invitations’ lets you manage your invitations, reviews and comments while ‘Other Invitations’ lets you view review requests and shared reviews.

Selecting ‘New Invitation’ will let you invite others to review a video, and there are 10 steps to completing an invitation:

1. Name this invitation to identify in your invitation list: Untitled Invitation 2016/11/22 #5479575
2. Select the teams or people that you want to review your video: This is a self-review  □  Show teams only □
3. Select the template that you want your review based on: No template assigned
4. Select a category: No category selection
5. Select a site
6. Select the media file that people will review: Teaching Grade 1
7. Include a short message to your reviewers: Optional message to your reviewers
8. Set the review(s) end date: 2017/11/22 15:00
9. Block review when completed □
10. Edit the sentiment settings:
To upload a video you can use the iCoach app for Apple and Android devices, or if the video is on your computer you can either drag it into the ‘Upload Box’ or select the upload box and locate the file to upload.

Selecting ‘Media’ allows you to manage your media but it will also let you select a video and send invitations to review it. Media can be uploaded, organized into folders, shared with others and deleted.

When you roll over a video several icons appear at the top which will let you delete the video if it does not have any reviews, send an invitation, edit the description, share the video with another user, view comments made about the video and place the video in an organizational folder.

Selecting ‘Teams’ will let you create and manage groups of contacts that can organized into teams. This enables you to invite a team to review a video rather than have to create an individual invitation for each of those contacts.