Setting Up an Offline Password

To use TurningPoint Cloud when you are not connected to the internet, you must set up an offline password.

**NOTE**

Setting up an offline password is not available to Single Sign-On users.

**IMPORTANT**

When you are signed in to TurningPoint Cloud offline, online features (ResponseWare and Integrations) will not be available.

**Prerequisites**

You must be connected to the internet to set up your offline password.

1. Open TurningPoint Cloud and sign in to your Turning Account.

2. Click on the bottom right corner of the Dashboard. The Preferences window opens.

   Optionally, the Preferences window can be accessed through any of the polling environments.
   - To open Preferences in the PowerPoint polling environment, click on the TurningPoint Cloud ribbon.
   - To open Preferences in the Anywhere polling environment, click and select Preferences.
   - To open Preferences in the Self-Paced polling environment, click Tools on the menu bar and select Preferences.

3. Click Set Password.

4. Enter and confirm your offline password in the boxes provided.

   **NOTE**

   Your password must contain a minimum of eight characters including one upper case, one lower case and one number.

5. Click Set.

6. Click Close to return to the TurningPoint Cloud Dashboard.