

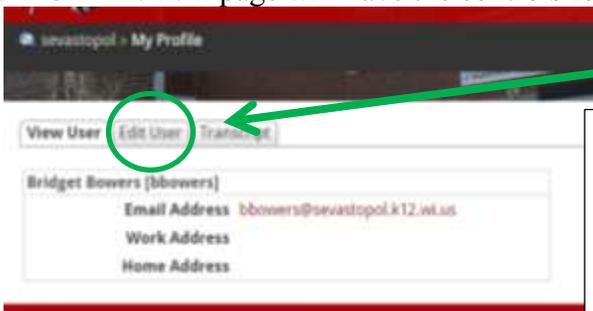
These instructions are intended for first-time users of the Sevastopol SharpSchool Website and covers information necessary for teachers to log-in and create their welcome pages.



1. Click on the “LOGIN” link at the top of the Sevastopol Home Page
2. Enter your usual Sevastopol Username that for most folks is your first initial followed by your last name like my example below.

The Password is: xxxxxxxx or 8x's

3. The next page will have the controls for your welcome page. Go to the “Edit User” Tab.



3a. If you do not see the view, like it is at the left, click on your name, next to the Log In at the top. Then it should look like the pic.



4. Here, in the User Account Tab, you should change your password, merely enter the new password twice,

and Click “Update User”.
Next, Click the User Profile Tab

5. Complete, at a minimum, the indicated information.

The screenshot shows a user profile editing interface with the following sections and fields:

- USER PROFILE DETAILS:** Job Title (Business & Information Technology Teacher), Gender (Unspecified), Self Description (text area).
- User Profile:** Website, Blog, Personal Message (HTML editor).
- Social Media:** Facebook, Google+, LinkedIn, Twitter, YouTube (input fields).
- Work Address:** Country (UNITED STATES), Address (4930 Hwy 37), Apt/Suite, City (Blunheim Bay), State/Province (Please Select...), Zip/Postal Code (4235).
- Home Address:** Country (UNITED STATES), Address, Apt/Suite, City (Blunheim Bay), State/Province (Waxman), Zip/Postal Code (4235).
- Telephone Numbers:** Work (202438282), Mobile, Home, Fax, Pager (each with a 'Keep Private' checkbox).
- Buttons:** Update User (circled in green), Cancel.

Enter a job title for Yourself. Your main title.

Copy and paste your old message here or write an entirely new one.

If you have any of this and want to share, or just leave it blank.

Complete the Work Address Portion and, only, any of the following, you feel comfortable putting on the Internet for everyone to see. At a minimum, your work phone number and extension. Everything else is optional.

Click Update User

6. Now we need to upload a photo under the “User Photo” Tab. If you had a picture on the old site, follow this link <http://sevastopol.cms4schools.net/> find your old picture, save it to your desktop and then upload it to the site. If you don’t have a picture or can’t figure it out, or just don’t want to, I will get one in here for you.
7. That’s it. Go back to “View User” and click logout.