

# Teacher Website Instructions

1. Please sign in to the appropriate website page, i.e. HCHS, HCMS, Lincoln Elementary, Jane Ball Elementary. You can find the sign in tab in the upper right hand corner of the page.
2. You will be asked for your user name and password. If you do not remember your password please email the Technology Department and your password can be reset for you.
3. Click on the “wheel” in the upper right hand corner of the page and select “Site Manager.”
4. Please click on “Welcome.”
5. Click on “Flex app” editor and you will then be able to edit the page Please remember to include a brief bio, upload a picture, and be sure your name, room number and phone extension are added to the page.
6. Use the individual icons in the task bar to do so..i.e. the small photo icon will allow you to upload a photo of your choice.
7. REMINDER—If your individual page (step 5) also shows other options, i.e., Calendar, Newsletter, etc. that you do not intend to use...please click the small green box to the left of the information so that it changes from active” to inactive.”

NEW TEACHERS should feel free to copy and paste and edit the information shown on the Corporation website under the lead story, “Meet the Teachers,” which will appear later this week.

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