

## Directions for Editing Teacher Page:

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1. Go to Sydney Academy web site and look under the menu Staff for the “login” menu.



2 Next at the bottom of the screen put your username and password in the login boxes.

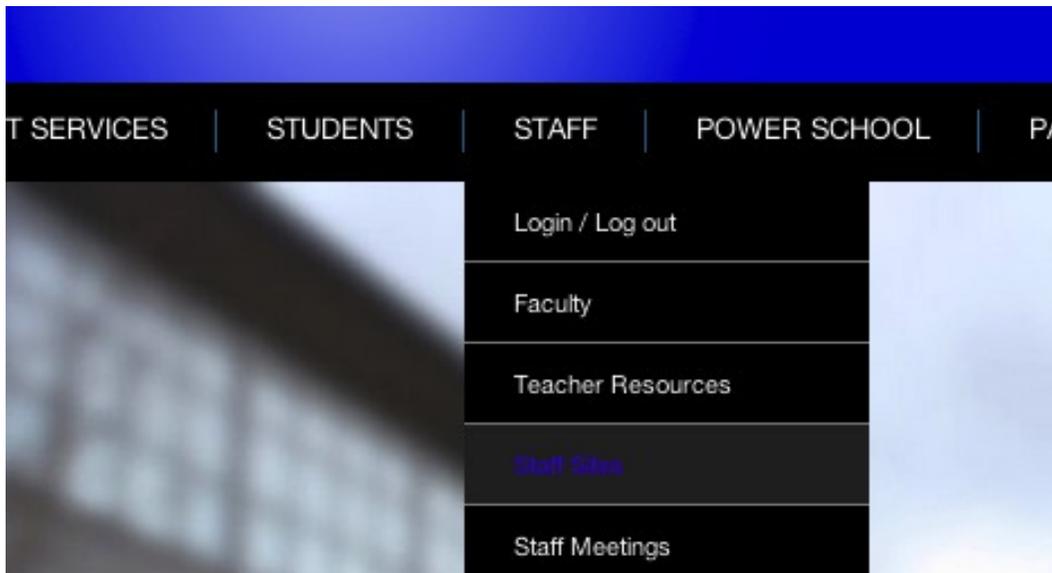
A screenshot of the login form on the Sydney Academy website. The form is located at the bottom of the page. It features a dark blue header bar with a white magnifying glass icon and five white dots. Below the header bar, there are two input fields: "User Name" and "Password". The "User Name" field contains the text "vnichol". The "Password" field contains a series of black dots. Below the input fields, there is a "Log in" button. At the bottom of the form, there are two links: "Forgot your password?" and "Forgot your username?".

\* Your username will probably be the first letter of your first name and the last name unless it has a -. If this is the case then it will be likely the same as the first part of your staff e mail.

\* Your password will be your professional number this is usually the same as the one you use to get into power teacher.

3 Once you are in to the site you will want to click again on the staff link at the top of the menu.

4. In that menu you should see “staff sites”, please click on this menu item.

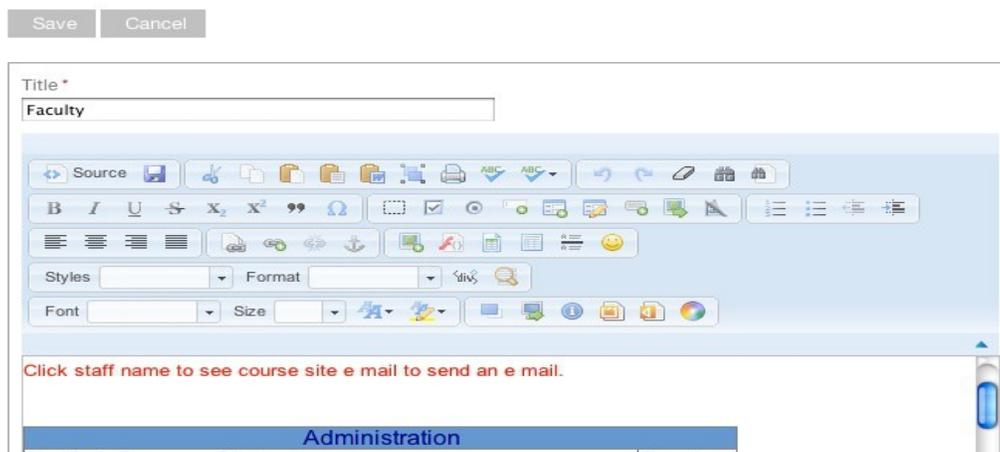


5 On the page below the banner you should see your name listed, click on your name to view your personal web page.

6. If all was done correctly, when you are on your page if you look at the top right of your page you will see a small edit icon, you can click on this to edit your page.



7. After you click on the note pad you can add content to your page and do anything that a text editor like MS Office will do.



8. After you finish with the editing of your page make sure that you click on the “save” icon at the top of the editor.



9. Finally when you are finished with working on the web site it is a good idea to logout of the site, to do this click on the “staff” menu and “Login / Logout” menu button. Look towards the bottom of the page and you will see the small gray box to logout of the site.