

Accessing SchoolinSites Help Materials

SchoolinSites offers many different Help documents which assists our Users with their daily tasks. These documents are located on our Private Network and are available to Webmaster level users. They can be opened and viewed, saved to your computer for future reference, or may be opened and printed as a permanent reference. Feel free to share any of the material with your Staff as it applies to their permission level.

To get started, you will need the following Login Information:

Log In: Please use the following to log into the website:

URL: <http://www.schoolinsites.com/admin>

Username: jobaids@schoolinsites.com

Password: *igetit*

Step 1: Login and Select Private Site

- Log into the website using above credentials.
- Note: Password is case sensitive

Once you have successfully logged in, you will see the Private Site tab in upper left of window.

- Click on Private Site tab



Administration Login

School  Sites™

version 4.2.0.0

Username

Password

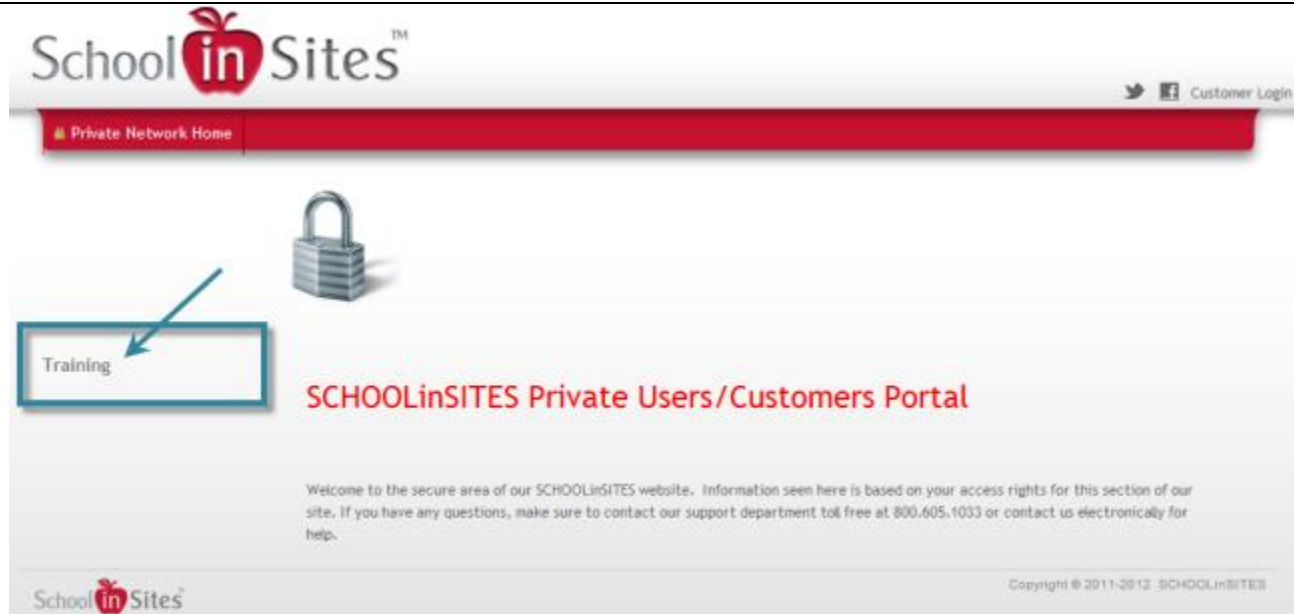
[forgot your password?](#)

SAP011030714033258909

WARNING: All access to this system is logged. Unauthorized access is prohibited and will be prosecuted to the maximum extent allowed by law.

Step 2: Select Training, Job Aids

- Click on the Training Link within the left-hand navigation.
- Then, Select Job Aids link
- Sign up for our Newsletters (Optional)



The screenshot shows the 'SCHOOLinSITES Private Users/Customers Portal'. At the top, there is a red navigation bar with 'Private Network Home' and social media icons for Twitter and Facebook, along with a 'Customer Login' link. Below the navigation bar is a large padlock icon. On the left, a 'Training' link is highlighted with a blue box and a blue arrow pointing to it. The main heading is 'SCHOOLinSITES Private Users/Customers Portal'. Below this, a welcome message reads: 'Welcome to the secure area of our SCHOOLinSITES website. Information seen here is based on your access rights for this section of our site. If you have any questions, make sure to contact our support department toll free at 800.605.1033 or contact us electronically for help.' The footer includes the School in Sites logo and 'Copyright © 2011-2012 SCHOOLinSITES'.



The screenshot shows the 'Training Information' page. It features the same red navigation bar as the previous page. Below the navigation bar is a large padlock icon. On the left, a 'Training' link is highlighted with a blue box and a blue arrow pointing to it, and a 'Job Aids' link is also highlighted with a blue box and a blue arrow pointing to it. The main heading is 'Training Information'. Below this, a welcome message reads: 'Welcome to the secure area of our SCHOOLinSITES website. Information seen here is based on your access rights for this section of our site. Look to the left to find Job Aids or any other additional information you could expect to find based on directives given you by our staff.' Another message follows: 'If you have any questions, make sure to contact our support department toll free at 800.605.1033 or contact us electronically for help.' A third message states: 'We issue newsletters periodically for the benefit of our customers. These newsletters are seen inside our program within the SCHOOLinSITES Information Center. If you would like to have the newsletter sent directly to your e-mail, you can sign up below.' Below these messages is a sign-up form for an 'Email Newsletter' with a 'GO' button. A green checkmark icon is positioned to the left of the form. At the bottom of the form, it says 'Privacy by  SafeSubscribe™ For Email Newsletters you can trust'. The footer includes the School in Sites logo and 'Copyright © 2011-2012 SCHOOLinSITES'.

Step 3: Help Materials are organized for you in Folders!

Select the desired folder:

- Click on Expand All to view all available job aids.
- Click on Folder name to view materials within selected folder.
- To view the job aid, click on the name of the file. This will open the documents using Adobe.

The screenshot displays the School in Sites web interface. At the top, the logo 'School in Sites™' is visible, along with social media icons and a 'Customer Login' link. Below the logo is a red navigation bar with 'Private Network Home'. The main content area features a 'Job Aids' section with a padlock icon. On the left, there is a 'Training Job Aids' sidebar. The 'Job Aids' list includes folders like 'All Sites' (20 Files), 'School Site-Help Documents' (15 Files), and 'Teacher Training Tools' (3 Files). The 'Teacher Training Tools' folder is expanded, showing sub-items like 'Links Section', 'Teacher Page Tools', 'Teacher Page Updates', 'Teacher Section Help', and 'Text Editor Toolbar'. A red arrow points to the '[+] Expand All' button, which is highlighted with a red box. The bottom of the page shows the School in Sites logo and a copyright notice: 'Copyright © 2011-2012 SCHOOLINSITES'.

****These Help Materials and Login Information are provided to Webmaster Level users only. While materials may be shared with other Staff as deemed appropriate by Webmaster(s), we do ask that this Login information not be shared.**

For separate Login Information and instructions for "Teachers Only", please contact our Support Team at support@schoolinsites.com.