

## **Quick Guide - Teachers - 2011**

1. Go to: [www.hollandpublicschools.org](http://www.hollandpublicschools.org)
  - a. Look under "Schools" - Click on your school.
2. Click on "Log in" line in the left column (gray area)
3. Enter your Email & Password: (your entire HPS groupwise email)  
Email example: [tpage@hollandpublicschools.org](mailto:tpage@hollandpublicschools.org)  
  
Password examples: Tom or tom or VgH99 (groupwise)
4. Once you enter Email and Password, you will go back to the home page of the website.
  - a. choose your school again ... Staff Directory ... *YOU!*
5. When your article opens, look for the "CS" edit icon on the right, or the one next to it that looks like a paper and pencil. Click on one of these. This will begin loading the editing software (ephox). Click: allow, trust, run, etc. (with some Macs you may be asked to do this 4 or 5 times...)
6. Update and edit your information. (*Arial - 12 point is our standard*)
7. Be sure to click "submit" down toward the bottom. You do not need to make any other changes/modifications.
8. Logout.... and done! Thanks!