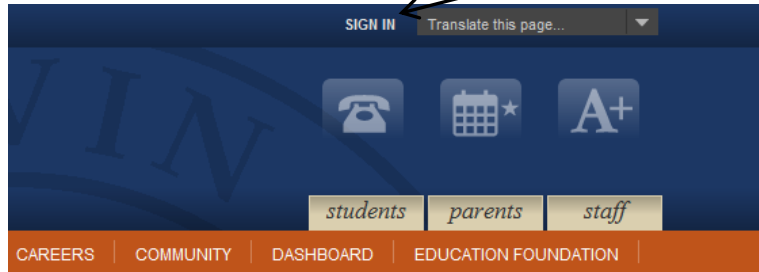


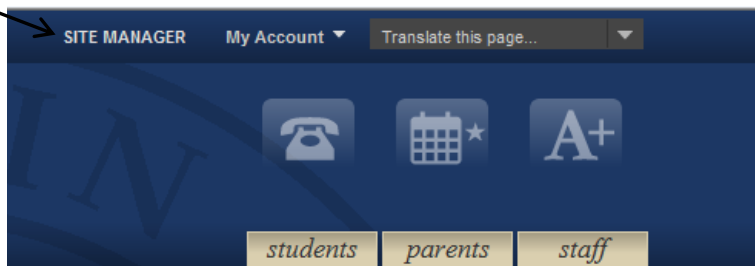
1. To log in to your website, you will first go to <http://www.alvinisd.net>
2. When the Alvin ISD site opens, you will see a link to sign in at the top right of the page. Click “sign in.”



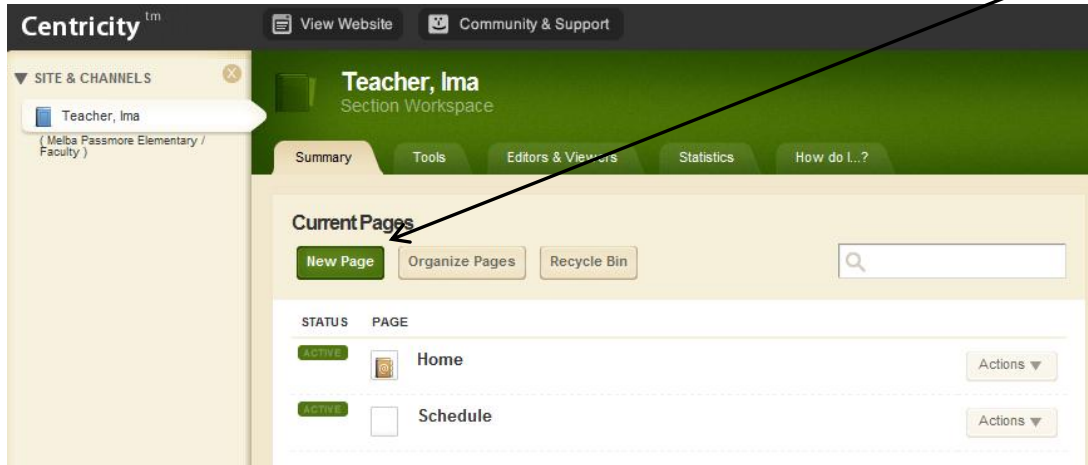
3. You will then be asked to enter your username and password. This should be the same information that you use to log in to the network each day on your computer. After entering your information, click “sign in.”

A screenshot of the Alvin ISD website login page. At the top is an orange navigation bar with links for "HOME", "ABOUT US", "LEADERSHIP", "SCHOOLS", "DEPARTMENTS", "CAREERS", "COMMUNITY", and "DASHBOARD". Below the navigation bar is a white box with the heading "Enter your user name and password to sign in." and a sub-heading "You can use this site without being registered or signing in. However, registered users who sign in have access to some features and information : users. Remember that your password is case-sensitive." There are two input fields: "User Name:" with the text "kneubauer18" and "Password:" with masked characters "•••••". Below the fields are two buttons: "Sign In" and "Forgot My Password". An arrow points from the "Sign In" button to the right.

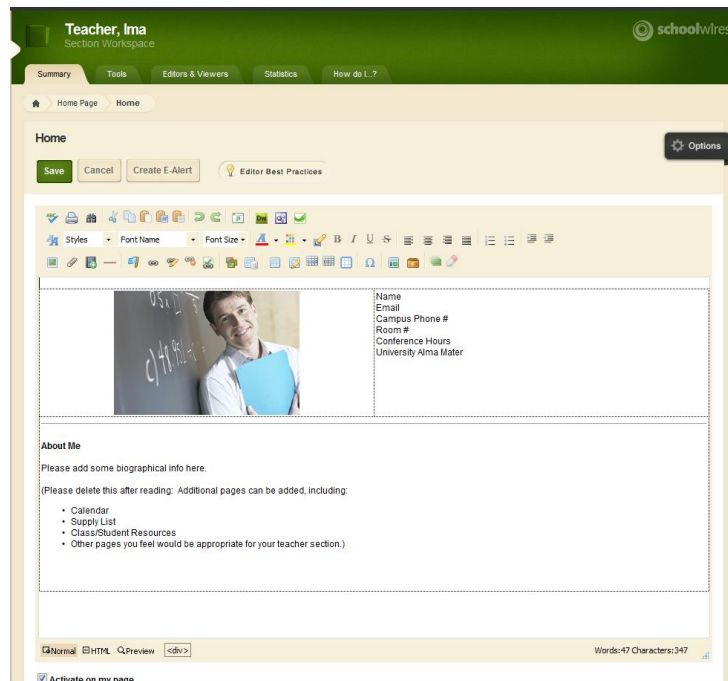
4. Once you are logged in, you will see another link at the top of the page that says “site manager.” You will click this link to edit your site.



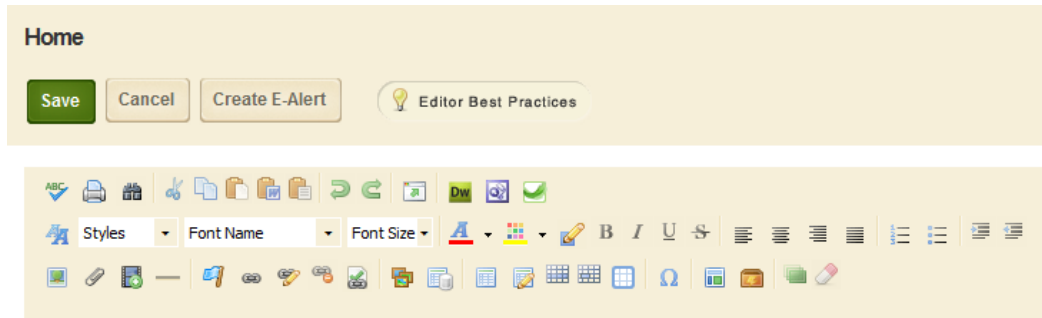
5. After clicking on the site manager link, a new window will open containing the sections for which you have editing rights. By default, when each teacher logs in, he/she should have a section workspace containing a Home page and a Schedule page. You have the option to add additional pages here by clicking on “New Page.”



6. The Home page already has a template set up. Each teacher will insert an appropriate picture in the placeholder and then fill in the information that is listed to the right of the picture. Below the picture, we are asking for a brief bio.



7. The section editor is very simple to use and is similar in format to Microsoft Word.



8. SchoolWires is very user friendly and has many options for teachers. We are asking that every teacher have the basic information listed above by Friday, August 24. Please contact a representative from the Communications Department for additional training and/or support.

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