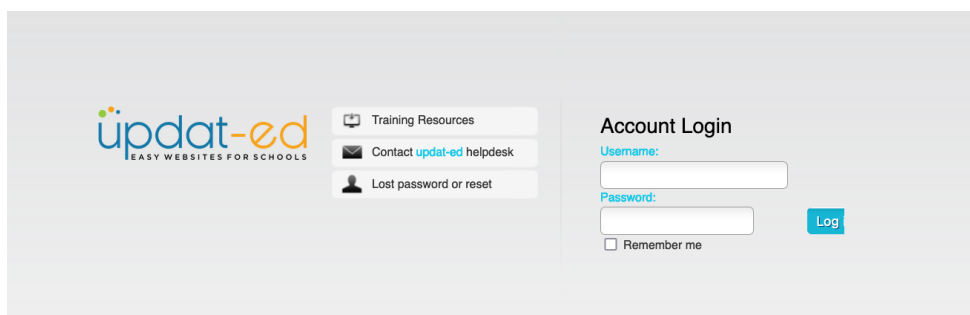


Logging In & Adding New Administrators

Simply go to your school website and in the address bar add **/admin** to the end of the web address on your homepage to login to the CMS of your site.



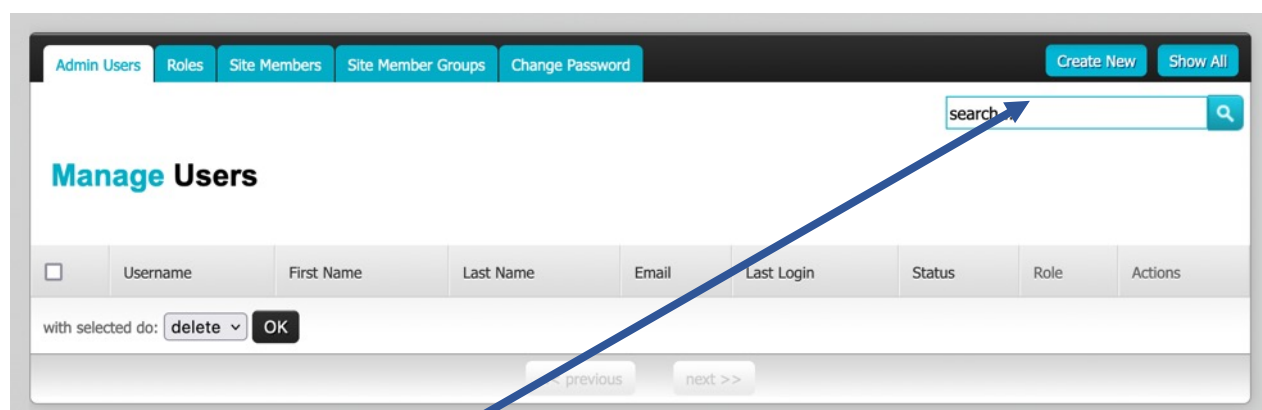
The screenshot shows the updat-ed login interface. On the left is the updat-ed logo. In the center are three links: 'Training Resources', 'Contact updat-ed helpdesk', and 'Lost password or reset'. On the right is the 'Account Login' section with fields for 'Username:' and 'Password:', a 'Log' button, and a 'Remember me' checkbox.

Forgotten your password?

Click on the Lost password or reset button – an email will be sent with further instructions.

You have complete control over who has administration rights on your site.

To add/edit/remove administrators you need to login and click on the USERS button.



The screenshot shows the 'Manage Users' interface. At the top is a navigation bar with tabs: 'Admin Users' (selected), 'Roles', 'Site Members', 'Site Member Groups', and 'Change Password'. To the right are 'Create New' and 'Show All' buttons. Below the tabs is a search bar with the text 'search' and a magnifying glass icon. The main area contains a table with columns: Username, First Name, Last Name, Email, Last Login, Status, Role, and Actions. Below the table is a section for 'with selected do:' with a 'delete' dropdown and an 'OK' button. At the bottom are 'previous' and 'next >>' buttons. A blue arrow points from the 'Create New' button in the navigation bar to the search bar.

Click on **Create New** and fill in all the details.