

Stockton Unified SchoolWires Guide

Website Navigation Elements

These navigation elements display on every page of the end-user website.

- MyStart Bar
- Organization Name
- Channel Bar

General navigation elements appear on the MyStart navigation bar of Centricity2. However, what you see before you sign in and what you see after you sign in will be slightly different.

Prior to Signing In

The following navigation elements may be available to you on the MyStart bar before you sign in.

- Select a School—This drop-down list allows you to navigate to your subsites.
- Sign In—This allows registered users to sign in to the site and access their user accounts.
- Register—This allows visitors to create a user account for themselves by self-registering.

After Signing In

The following navigation elements may be available to you after you sign in.

- MyView—This link displays *MyView*, where registered users can view and organize information on their MyView Dashboard and Planner.
- Site Manager—This link allows you to edit areas of the website to which you have been assigned.
- My Account—This link provides access to account options.
- Edit Account Settings: Click this option to access your account information and modify it.
- Sign Out: Click this option to sign out of the site.
- My PassKeys—This link allows access to your library of single sign-on PassKeys which provide secure access to web applications through Centricity2.

Getting Started

If you have a user name and a password, you can sign in to the website. You can also edit your My Account settings.

Signing In

Here's how you sign in to the website.

1. Open your web browser. Enter the web address (URL) for your website. Since we are developing our website, the URL will be *http://stockton.schoolwires.net*. When the website is live, the URL will be the normal *http://stocktonusd.net*.
2. Click *Sign In* on the MyStart bar. A sign in window displays.



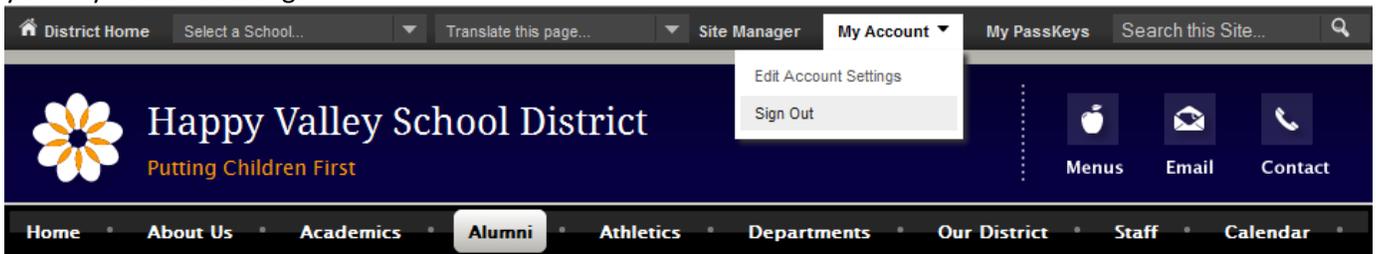
Website Elements, Signing In/Out and Managing Your Account

3. Enter your User Name and Password. Passwords are case-sensitive.
4. Click **Sign In**. Your User Name and Password are authenticated and if correct, you are signed into the website.

If you forget your password, click **Forgot My Password**. A link you use to reset your password is sent to the Email address entered in your User Account settings. If you do not remember the password for your email, please click the “forgot my password” button at the bottom of the website’s homepage.

My Account

After signing in, *My Account* displays on the MyStart bar. From here you sign out of the website. You can also edit your My Account settings.

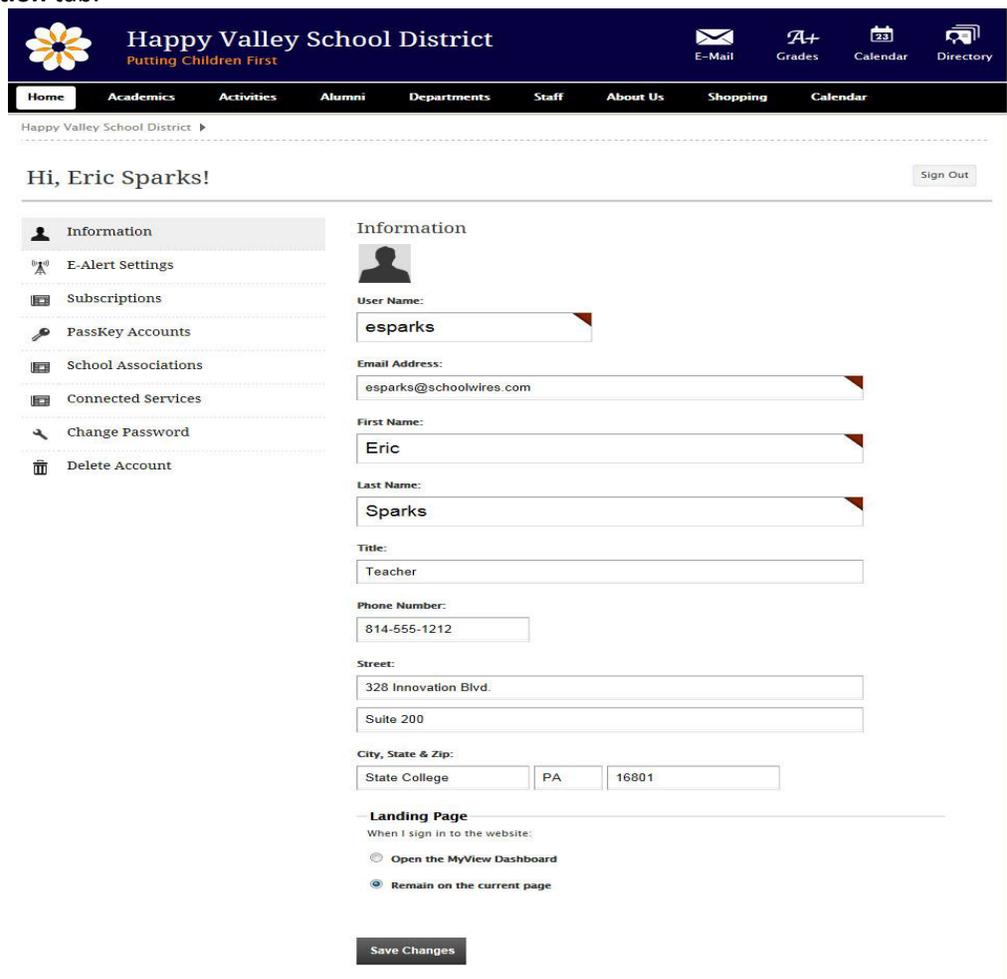


The screenshot shows the top navigation bar of the Happy Valley School District website. On the left is the district logo and name. In the center, the 'My Account' dropdown menu is open, showing 'Edit Account Settings' and 'Sign Out' options. On the right, there are icons for 'Menus', 'Email', and 'Contact'. Below the navigation bar is a secondary menu with links for Home, About Us, Academics, Alumni, Athletics, Departments, Our District, Staff, and Calendar.

Edit Account Settings

Here’s how you edit your account settings.

1. Select Edit Account Settings from the My Account drop-down list. The Edit Account Settings dialog displays on the **Information** tab.



The screenshot shows the 'Edit Account Settings' dialog box with the 'Information' tab selected. The user is identified as Eric Sparks. The form contains the following fields:

- User Name:** esparks
- Email Address:** esparks@schoolwires.com
- First Name:** Eric
- Last Name:** Sparks
- Title:** Teacher
- Phone Number:** 814-555-1212
- Street:** 328 Innovation Blvd. (Suite 200)
- City, State & Zip:** State College, PA, 16801

Below the form, there is a 'Landing Page' section with two radio button options: 'Open the MyView Dashboard' and 'Remain on the current page' (which is selected). A 'Save Changes' button is located at the bottom.

Website Elements, Signing In/Out and Managing Your Account

- There are eight tabs on the Edit Account Settings dialog. You will see additional tabs if PassKey and MyView are active for your site.

Tab	Description
<i>Information</i>	<i>Includes fields such as user name, email address, first name, last name, title, phone number and mailing address. Be sure to enter your zip code as it is used to calculate distances to event locations. You can also select an avatar here if you like.</i>
<i>E-Alert Settings</i>	<i>Includes option to register your mobile phone to receive Broadcast E-Alerts.</i>
<i>Subscriptions</i>	<i>If you wish to receive notifications when updates are made to homepages and sections on your site and subsites, subscribe here.</i>
<i>Change Password</i>	<i>Allows you to change your password (maximum of 50 characters).</i>
<i>Delete Account</i>	<i>Allows you to delete your account.</i>
<i>PassKey Accounts (PassKey)</i>	<i>If you wish to add single sign-on web applications, add them here.</i>
<i>School Associations (MyView)</i>	<i>You can add and remove School Associations, which indicate the sites from which you are interested in collecting information.</i>
<i>Connected Services (MyView)</i>	<i>If you are using Nimbus™ and it has been linked to Centricity2, you see the Connected Services tab.</i>

- Select a tab and respond accordingly. Note that fields marked with red triangles are mandatory and must be completed.
- Click **Save** when complete.

Sign Out

To sign out, click My Account and select Sign Out from the drop-down list.