

## Especially for parents ...

## ... getting started with the new Everett Public Schools website

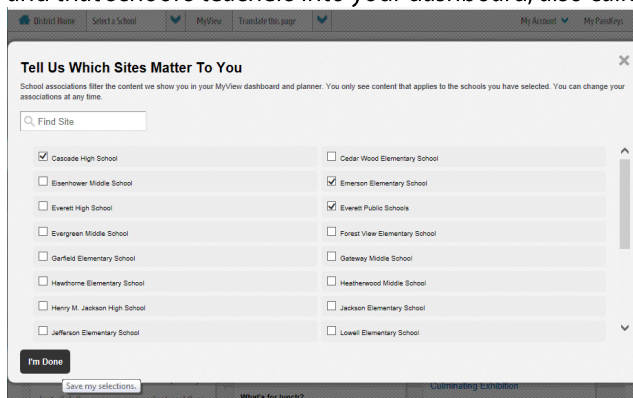
### Need a login or password? – How to get one:

1. Confirm with your child's school that you have web access and the correct email on file.
2. Email [lms@everettsd.org](mailto:lms@everettsd.org) with a login/password request (include your student's name, ID number and date of birth and your name and relationship to that student.).
3. The Learning Management (LMS) staff will confirm your web access "rights" and verify that your email is in the student database from your child's school.
4. We will email you your login/password.

### How to log in and what to expect:



- Go to <http://www.everettsd.org>
- Click **Sign in** (top right corner)
- Enter your **username** and **password**
- Read and click **Accept** if you agree to the Schoolwires' terms of use.
- Select the sites that matter to you -- your child's school, for example. This makes it easier to bring content from that site and that school's teachers into your dashboard, also called **MyView**.



### Click 'I'm Done'

- When you arrive at your dashboard, you will be offered a "tour." You may choose to take the tour or wait until later.
- You should find the following gadgets on the dashboard:
  - Academic QuickLinks
  - District Policies
  - District Services
  - Announcements (containing announcements from the district)If you do not see these links, please contact LauriBeth Hull at [lhull@everettsd.org](mailto:lhull@everettsd.org) right away so she can help you

### Want to add a school's announcements? Here is how:

- **Mouse over** the announcements gadget until you see a gear icon
- **Click** on it and then on **Settings**.
- **Click** **Add Content** button
- **Select** a site in the drop down box
- Additional Options (i.e. teacher announcements) may appear below
- **Click** on one of those options and then **click** on the item that appears in the *You Can Add* column in the center.
- Your choice will appear in the *Your Selections:* column **Click** **Continue** at the bottom left.
- **Type** in the name (i.e. the school name) then **click** **Save**
- **Click** **Save** in the next box that appears
- That name will now show underneath the district announcements and show that school's announcements.

