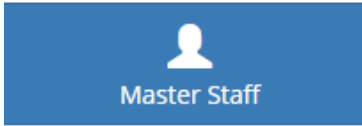
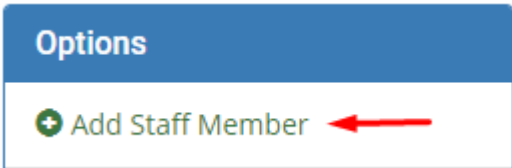



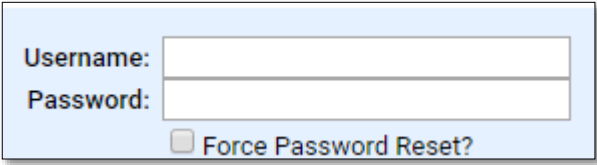
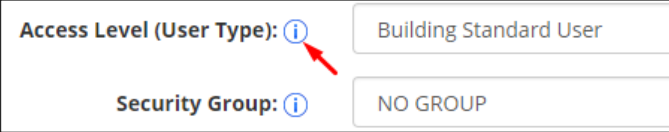


ADDING A STAFF MEMBER/USER		
Adding a Staff Member		
		Admin Options/ Master Staff
		Add Staff Member
Fill in all appropriate fields (First and Last Name, Title, Email, Department Assignment)		
SAVE		
Adding a New CMS Staff User		
		Admin Options/CMS Users
		Add New CMS User
		Select Staff Member: Begin typing staff name. Should autofill. Select Name
		Create a Username Create a Password (<u>case sensitive</u>) Force Password Reset is optional.
		Choose an Access Level for the user (<i>click the information button to see privilege options</i>) Assign a predesigned Security Group (optional)

Building Standard User:

This option will give users access to specific features/content areas within a single building.

EX: A teacher would be able to edit only her page and Blogs in her school building

Building Master User:

This option gives the user full access to all admin options within the buildings selected.

EX: A building principal might be given access to his building only

Site Administrator:

This option gives users full access to all site sections in the CMS

Plus any Administrative sections checked.

Site Master User:

Has complete access to everything on the CMS

CMS User Accounts

Site Master - Has complete access to all CMS features.

Site Administrator - Has complete access to the all site sections of the CMS and selected administrative options below

- Alumni
- Communication
- Content Pages
- Custom Drop Down Menu
- Event Registration
- Job Placement Center
- Live Stream Control Panel
- Master Calendar
- Master Staff
- Online Store
- Page Password Groups
- Public Users
- Recycling Bin
- School Closings
- CMS Users

Building Master - Has full access to selected Site Sections

Building Standard - Has access to certain pages and selected Site Section features below.

- Blogs
- Content Pages
- Departments
- Employment
- Calendar
- Homepage Slideshow
- Staff
- Surveys
- Touts