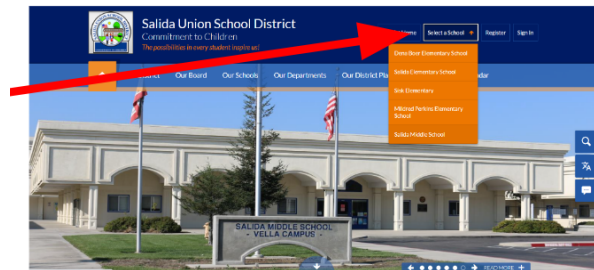


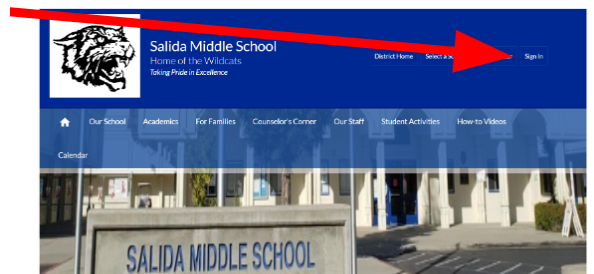
How to edit Teacher page on District website

Go to www.salida.k12.ca.us

Click on your school in the drop down menu of **Select a School**.



Click **Sign in** in the right hand corner.



Username:
First initial last name
Password:
Welcome22

[Enter your user name and password to sign in.](#)

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features.

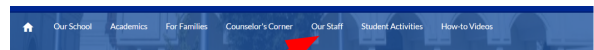
* User Name:

* Password:

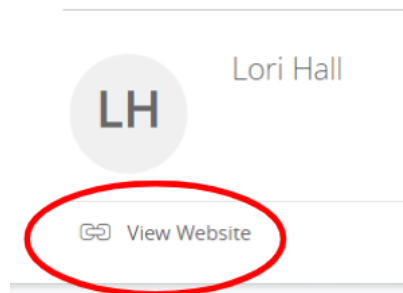
Sign In

[Forgot My Password](#)

Then click on **Our Staff**



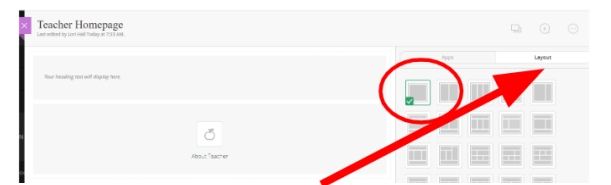
Find your name on the list and click on **View Website**



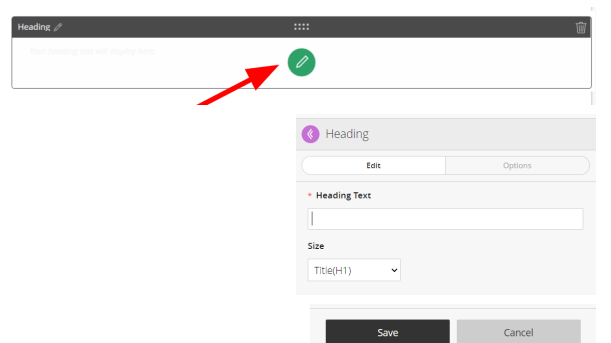
You will need the gray button that says **Edit Page** in the top right to be able to edit your page. If it is not there you will need to sign in again to have access.



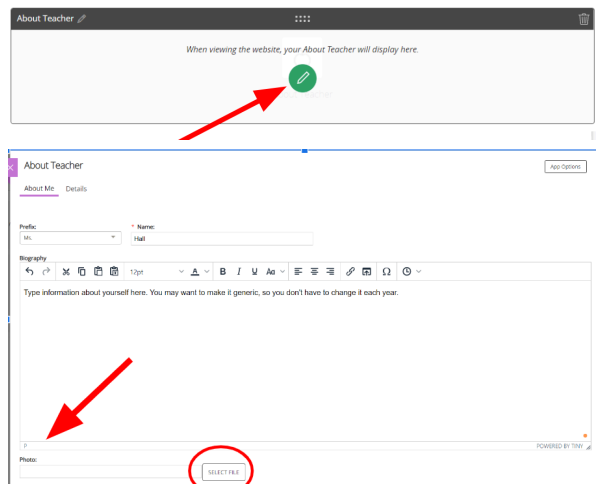
Click on **Layout** and Choose the layout you want.



Click on green pencil to edit **Heading** and type in your Heading and Save.

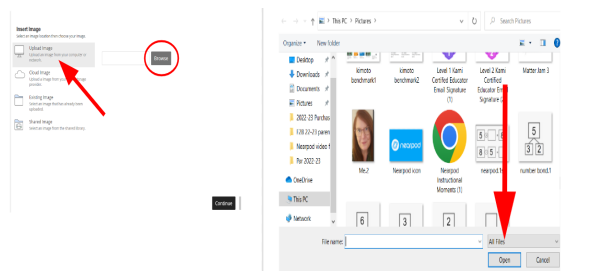


Click on green pencil to edit **About Teacher** and type in your information.

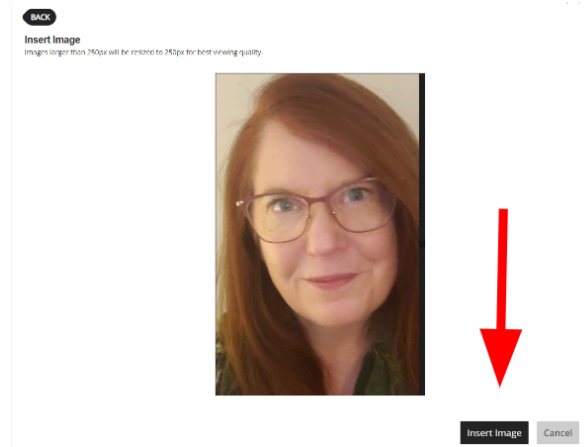


Then go to **Photo** and click on **Select File**.

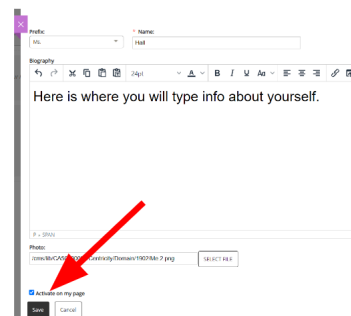
Click on **Upload Image** and then click on **Browse**. Choose your photo from your computer and click **Open**. It will place it in the Browse bar and click **Continue**.



Then don't forget to scroll to the bottom once your photo appears to click on insert the image.



Don't forget to click **Save**. Then you may close the **X** in the purple box in the top left.



Then you may **View Website** and **Sign Out**.

