## HOW TO SIGN IN TO YOUR ACCOUNT

 After access to the website has been given, click "sign in" on the district's home page.



2. Enter your user name and password. User names and passwords are generated when employees register with SchoolWires. Access to the website is granted by direct supervisors, communication ambassadors or a member of the communications team.

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## HOW TO SIGN IN TO YOUR ACCOUNT





4. Communications Ambassadors will see a school site that looks like: Atlanta Public Schools SchoolWires Support

## HOW TO SIGN IN TO YOUR ACCOUNT

Atlanta Public Schools Site Manas	ager - Google Chrome			đ	23
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Teachers should see a teacher page that looks like:

CLL employees should see a departmental section workspace that looks like:

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## HOW TO SIGN IN TO YOUR ACCOUNT

5. **Need help building your site?** Visit <u>www.atlantapublicschools.us/catraining</u> for a list of video tutorials and "how to" manuals. In person training is given several times during the school year after users have completed all video tutorials.