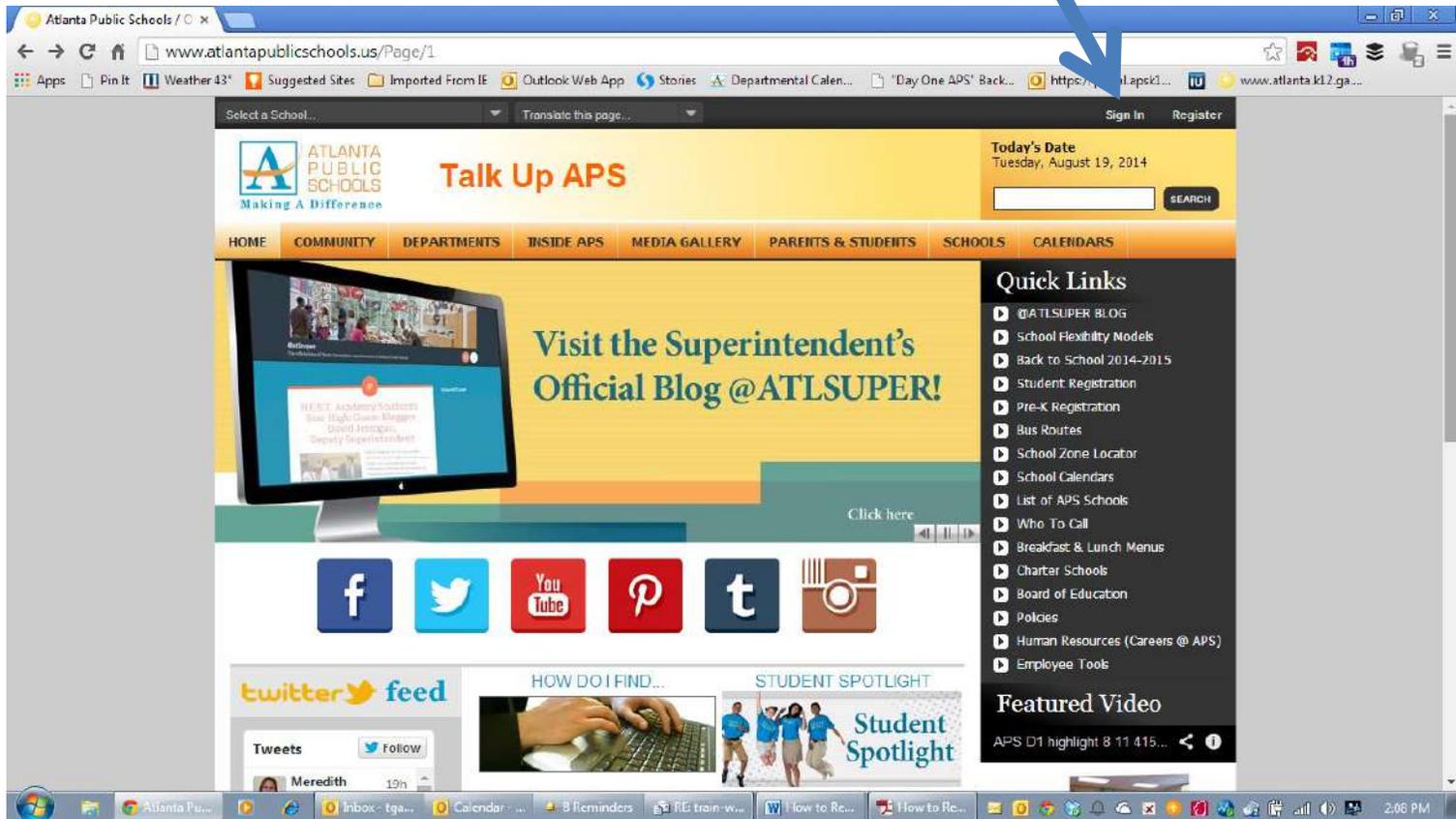
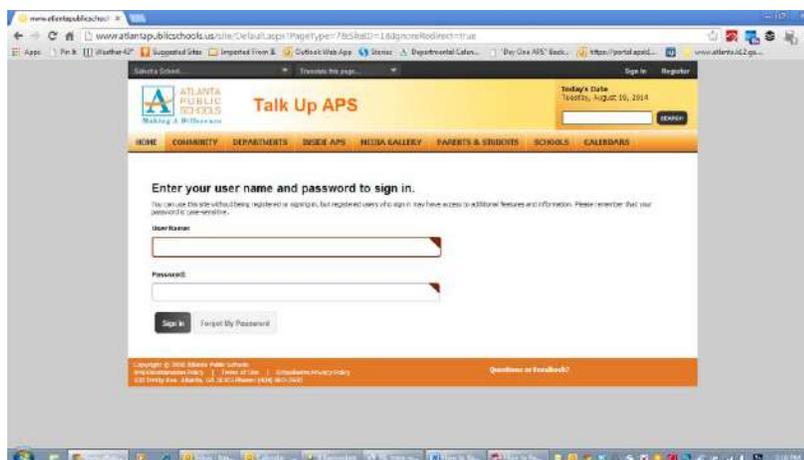


HOW TO SIGN IN TO YOUR ACCOUNT

1. After access to the website has been given, click “sign in” on the district’s home page.

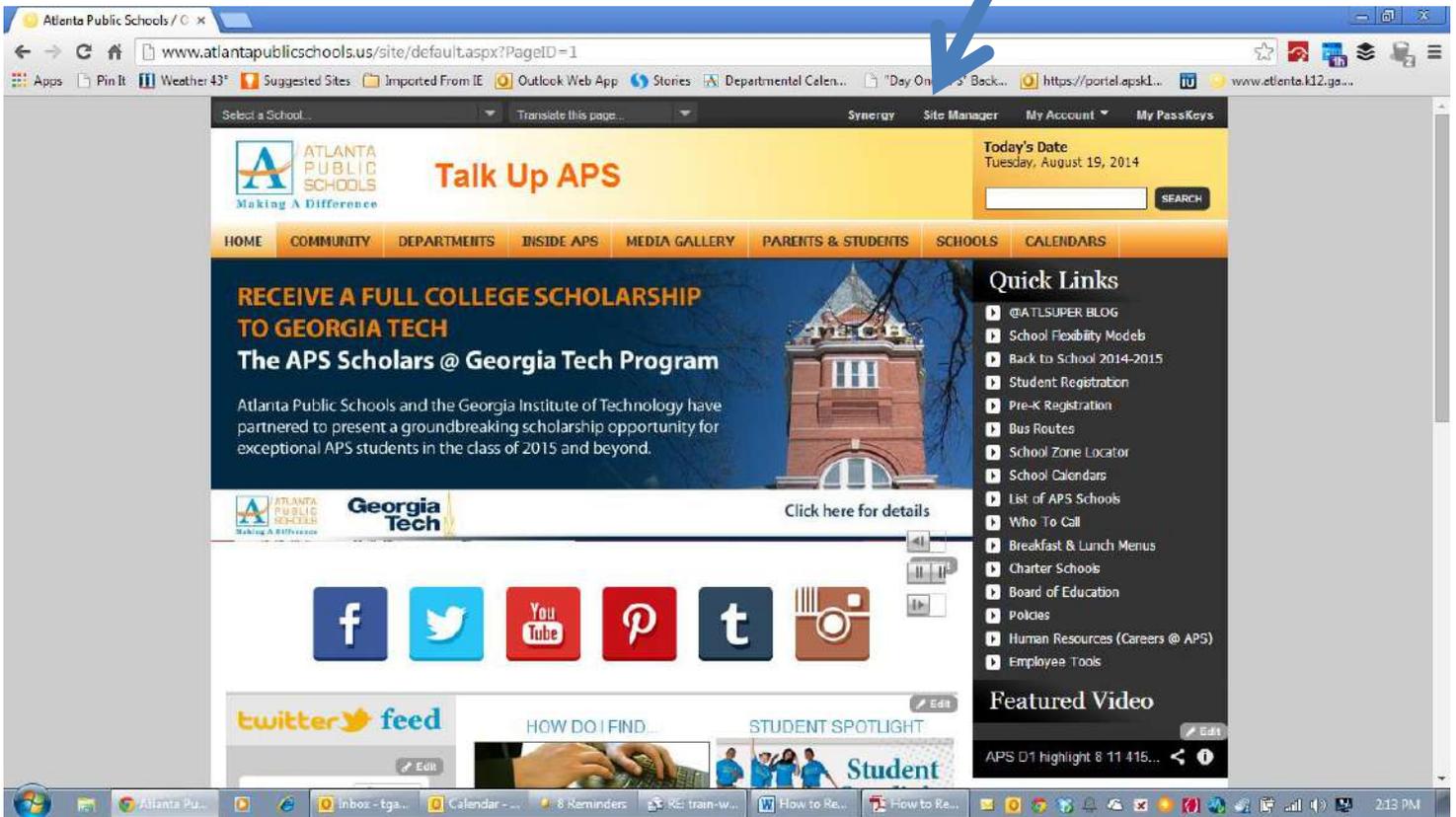


2. **Enter your user name and password.** User names and passwords are generated when employees register with SchoolWires. Access to the website is granted by direct supervisors, communication ambassadors or a member of the communications team.

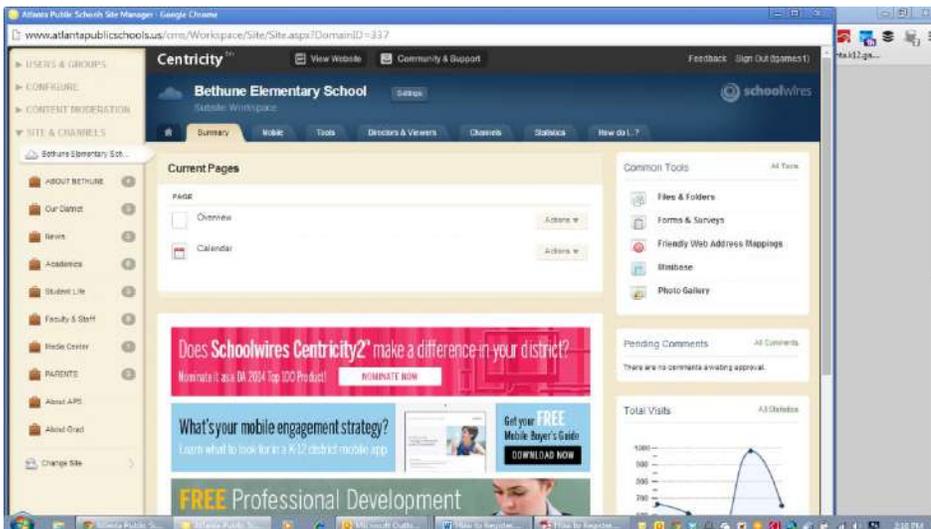


HOW TO SIGN IN TO YOUR ACCOUNT

3. Click "Site Manager" to access your website or web page.

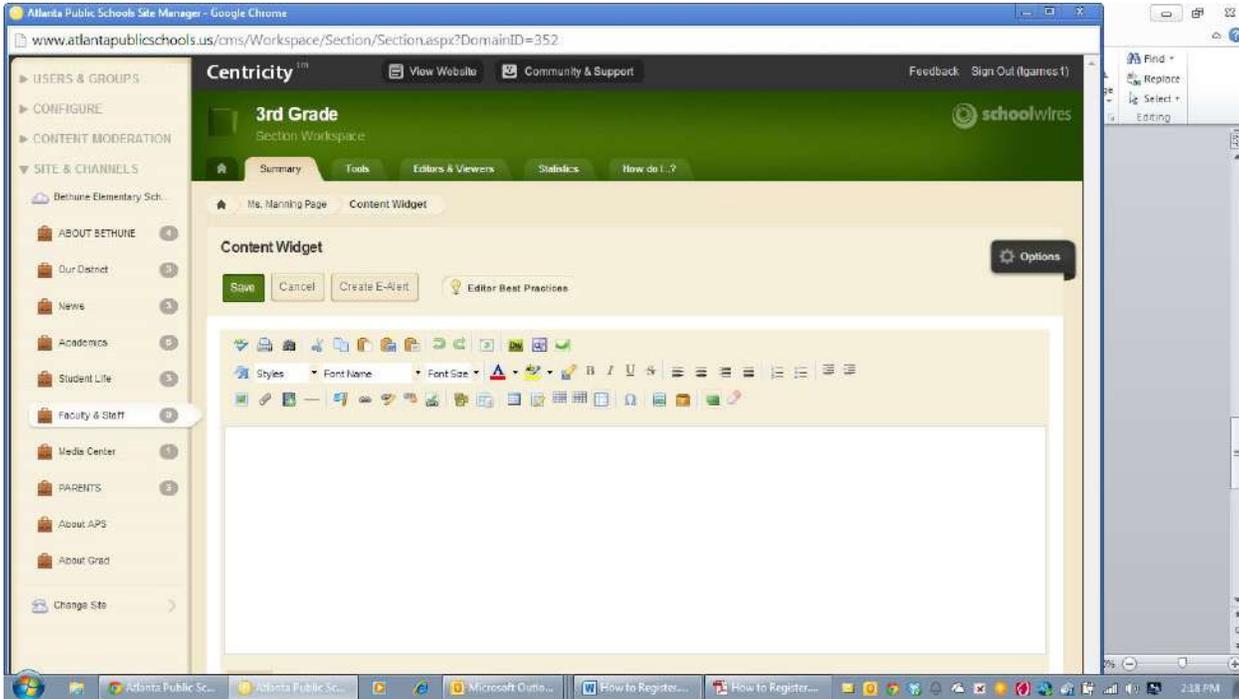


4. Communications Ambassadors will see a school site that looks like:

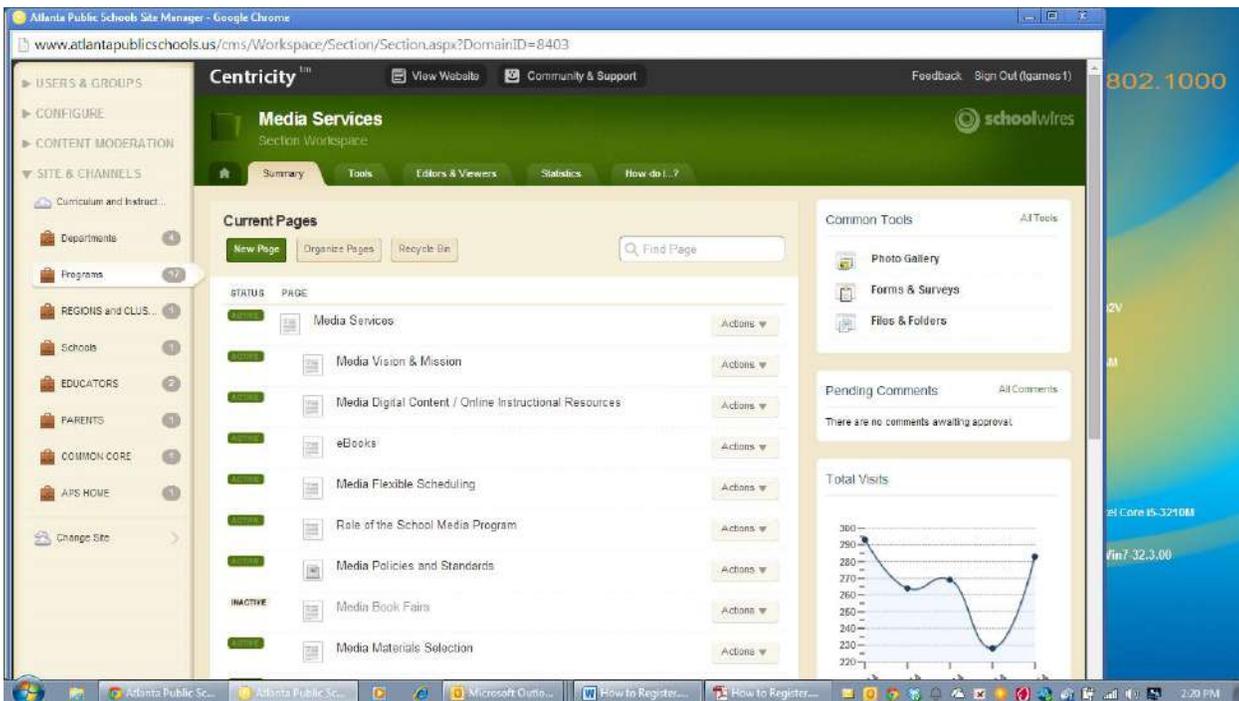


HOW TO SIGN IN TO YOUR ACCOUNT

Teachers should see a teacher page that looks like:



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



HOW TO SIGN IN TO YOUR ACCOUNT

5. **Need help building your site?** Visit www.atlantapublicschools.us/catraining 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.