Accessing the Website Content Management System

INTRODUCTION

The Office of Public Engagement grants Department Section Editors and School Site Directors (School Web Sponsors) access to the content management system after we have received a Web Publishing Agreement Form. The form must be completed and signed by the Department Head or School Principal and the Editor/Director designee and then emailed to Georgette Keeler. Once the form is received, Section Editors and Site Directors are assigned appropriate roles in the content management system for their organization's workspace.

NOTE: Department Section Editors and School Web Sponsors will also be added to an email list and will receive relevant emails from the Public Engagement team.

[Web Publishing Agreement Form (PDF)](#)

SIGNING IN TO THE SITE MANAGER

Sign in with your user name only, NOT your email address. You can sign in from any page on the website.

1. In a web browser (Google Chrome is preferred), go to the JPS homepage at www.jackson.k12.ms.us.
2. Click the Site Manager menu located in the top right corner of the website window.
3. For User Name, enter your JPS email/network user name. (DO NOT type $@jackson.k12.ms.us$ at the end.)
4. For Password, enter your current JPS email/network password.
5. Click the Sign In button.
6. Scroll back to the top of the screen and click the Sign In menu and then click Site Manager. It will open in a new tab to the workspace you have been assigned to as editor or director.

   NOTE: If you are signed in and already on a page within your workspace, you can click the Edit Page button on that page. The Site Manager will open in a new tab to that page in edit mode.

TOUBLESHOOTING

If you have trouble signing in, chances are you need to reset your JPS email/network password. Follow the steps below to reset your password.

NOTE: JPS employees cannot use the Forgot My Password button located at the bottom of the website Sign In screen.

Resetting Your Password

1. Click the link to open the [Self-Service Password Reset Manager](#) or go to https://ssrpm.jackson.k12.ms.us.
2. From the Self-Service Password Reset Manager (SSRPM) screen, click Forgot My Password.
3. Follow the steps for resetting your password.

   NOTE: You will need to know your Employee ID Number to reset your password. If you don't know it, please contact your location's office manager.

Getting Additional Help

- Public Engagement/Web Office: (601) 973-8604
- Instructional Technology: (601) 960-2779
- Information Technology Help Desk: (601) 973-8601