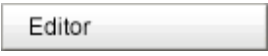




## Editing Your Home Page: Level 1

1. Login to <http://www.fbUSD.us/cs/>. If you forget this site or use a different computer, go to the district web page and type “cs” right after the URL. When you hit return, you will be directed to the SOCS login menu. (You may want to bookmark this page on your school computer or personal computer.)
2. FIRST TIME LOGIN: When you login for the first time, enter your FBUSD email address and use the password, **school** (all lower case). Hit “return” on your keyboard.
3. You will be directed to the Central Services home page for our school district. Under the date in the title bar, you will see **Edit Profile** in small white letters. Click on that and change your password. When you are done modifying your information, click on **Update Profile** at the bottom of the page.
4. To find your web pages, click on  in the left hand column of the page.
5. Next, click on .
6. In this window you will need to search for the articles that have you listed as the author. Click on the arrow in the **Article Author(s)** section. Find and select your name. Click on **Search**.
7. The next window you see should be **Search Results**. For most FBHS teachers, three articles should appear:
  1. Your Home Page
  2. Your Class Schedule
  3. Your Homework Assignments
8. To edit an article, click on the icon that looks like this . This icon should appear in the first column under **Edit Art**. (You may encounter a security screen that asks you if you trust the site. Hit **trust** if this appears.)
9. You should be able to edit your article like you would a word processing document. When you are done, click on **Submit Article** at the bottom of the page. Please do not change any of the other specifications within the page.
10. Before you logout, you may want to preview your work. What you see in the edit window may not necessarily be the same as what will be published on the website.
11. When you are done with your session, click on the **Logout** link in the upper right hand corner of the page next to the **Edit Profile** link you used earlier.