



USER GUIDE

Navigation & Registration

Schoolwires® *Centricity*™

TABLE OF CONTENTS

Introduction..... 1

 Audience and Objectives 1

 Navigating in Centricity..... 1

 General Navigation Elements 1

 Before Sign In 2

 After Sign In 2

 Channel Navigation Elements..... 3

 Homepages..... 5

 Navigating to a Section..... 5

Editing Privileges on Your Website 7

 Site Director 7

 Subsite Director 8

 Section Editor..... 8

 Homepage Editor 8

Using Roles on Your Website..... 9

Registering on Your Website..... 10

Signing In to Your Website 12

 Signing in to Centricity..... 12

 Using a Secure Sign In..... 13

 Signing in with Lightweight Directory Access Protocol (LDAP) 13

 Automatic Sign in to Synergy™ and Assist™ 14

Working with Your User Profile..... 15

 Modifying Your User Profile..... 16

 Deleting Your User Profile 17

Introduction

Before you begin organizing and populating your website, it is important for you to understand the structure of *Schoolwires Centricity*.

Your organization may have a main *site* and *subsites* or just a single main *site*. Both the main *site* and any *subsites* associated with it will include editable *sections* within that *site*.

Audience and Objectives

We recommend that all users who will be assigned editing privileges on your website read this chapter.

In this chapter, you will learn about:

- Navigating in **Centricity**
- Editing privileges in **Centricity**
- Using roles
- Registering on your website
- Signing in to your website
- Working with your user profile

Navigating in Centricity

Using **Centricity**, your organization may customize not only the look of its website but also the way visitors navigate through it. However, your website will still use the basic *Schoolwires* navigation elements. These elements, along with the name of the main *site* or *subsite* you are viewing, will appear on each *page* of your website and provide you with consistent navigation throughout the main *site* and any *subsites*.

TIP: Contact your Site Director or Subsite Director if you need more specific information on navigating your organization's website.

General Navigation Elements

Note: The images shown reflect the standard *Schoolwires* template.

General navigation elements appear on the *MyStart* bar as shown in Figure 1. What you see before you sign in to the website and what you see after you sign in will be slightly different.

MyStart
bar



Figure 1: MyStart bar before sign in

Before Sign In

As you can see from Figure 1, before you sign in, the following navigation elements may be available to you:

- *District*: Allows you to navigate to your organization’s main *site* from any *subsite*.
- *Select a School*: Allows you to navigate to each of your organization’s *subsites* from either the main *site* or another *subsite*. When you click on this element, a drop-down list like the one shown in Figure 2 will display. From this drop-down list, you can select the *subsite* you wish to view. The organization in Figure 2 is a school district. Its main *site* is the website for the entire school district. Each school in the district has a *subsite* linked to this main *site*.



Figure 2: Select a School drop-down list

- *Sign In*: Allows you to sign in if you are a registered user of the *site*. Signing in is covered later in this chapter.
- *Register* (optional): Allows users to register themselves on the website if your organization chooses to enable self-registration.

After Sign In

As you can see in Figure 3, the *Sign In* and *Register* buttons will no longer appear once you sign in to the website.



Figure 3: MyStart bar after sign in

After you sign in, the following navigation elements may be available:

- *District*
- *Select a School*

- *Sign Out*: Allows you to sign out of the *site* when you are finished working.
TIP: To ensure security, *Schoolwires* recommends that you always sign out when you are finished working.
- *Access My Info*: Allows you to access your user profile (account) and change it if you desire. Accessing and making changes to your user profile is covered later in this chapter.
- **Site Manager**: Displays if you have editing privileges at the level you are viewing. In other words:
 - If you are the Site Director, once you sign in, you will see the **Site Manager** button on the *MyStart* bar on every *page* of the main *site* and all *subsites*. Clicking on it will give you access to the *Site Workspace* for the main *site* as well as to all *Subsite Workspaces*, and *Channel* and *Section Workspaces* for the main *site* and all *subsites*.
 - If you are a Subsite Director, the **Site Manager** button will appear on the *MyStart* bar once you sign in and navigate to your *subsite*. It will appear on every *page* of that *subsite*. Clicking on it will allow access to the *Subsite Workspace* for that *subsite* as well as *Channel* and *Section Workspaces* for that *subsite*.
 - If you are a Section Editor, the **Site Manager** button will appear on the *MyStart* bar once you sign in and navigate to your *section*. Clicking on it will only give you access to the *Section Workspace* for the *section* for which you have editorial privileges.
 - If you are a Homepage Editor, the **Site Manager** button will appear on the *MyStart* bar once you sign in and navigate to the *site* or *subsite* to which you are assigned. However, clicking on it will only give you access to the *Homepage Workspace* for your homepage.

Channel Navigation Elements

Each main *site* or *subsite* contains *channels* or groups of information. These *channels* are visible on every *page* of your *site* or *subsite* and provide end users with consistent navigation. The *channels* on each *subsite* may be different from those of the main *site* or any other *subsite*.

The default in a *Schoolwires* standard template is for the Home button to appear on the far left and the Calendar button to appear on the far right of the *Channel* bar as shown in Figure 4.



Figure 4: Standard template Channel bar

Figure 5 illustrates the *channel* navigation elements. The three primary elements are:

1. *Channels*: If you think of your *site* or *subsite* as a file cabinet, the *channels* are the drawers. You might label each drawer of a file cabinet according to the contents you keep in it. This label is the general category for the contents. On your *site* or *subsite*, each *channel* is labeled to reflect its contents.
2. *Sections*: Within each drawer (*channel*), you have hanging folders. You use these to break down the general category into subcategories called *sections*.
3. *Pages*: Finally, within each hanging folder (*section*) in the drawers (*channel*) of your file cabinet (*site* or *subsite*), you have *pages*. All the information is actually stored on the *pages*.

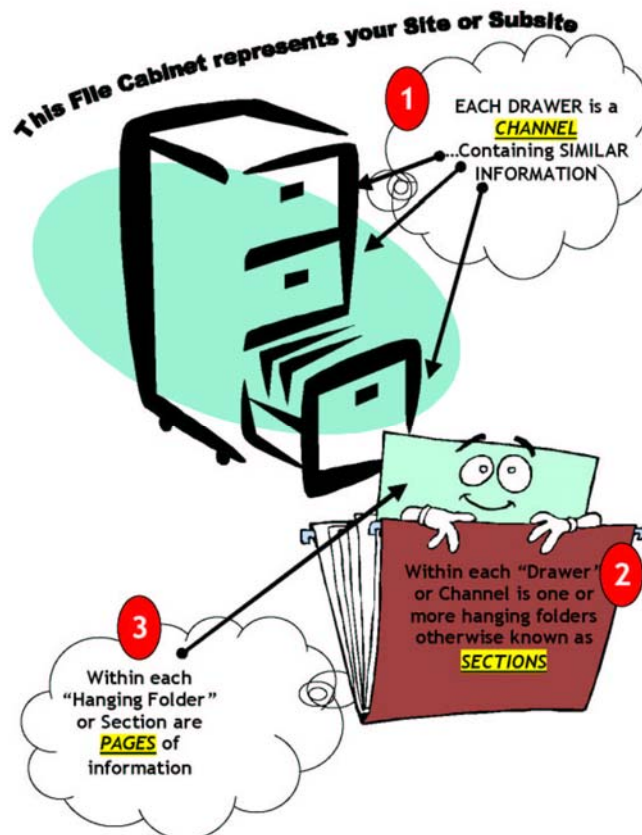


Figure 5: File cabinet illustration

Homepages

Your main *site*, each *subsite* and each *section* has its own homepage. This is the first *page* you will see on that *site*, *subsite* or *section*.

Note: The name for the homepage for a *section* may initially default to “Overview.” In other instances, it will have a different name.

Navigating to a Section

Whether you are on your organization’s main *site* or one of its *subsites*, you will navigate to each *section* on the end-user website in the same way.

1. Hover over a *channel* name. Generally, you will see a drop-down list of the *sections* in that *channel* like the one shown in Figure 6. There are two reasons you may not see a drop-down list for a particular *channel*. They are:
 - There is only one *section* under the *channel* and your organization has elected not to show a drop-down list when there is only one *section*. In this instance, you will click on the *channel* name to navigate to the *section*.
 - There are 15 or more *sections* for the *channel*. In this case, a directory page like the one shown in Figure 7 for that *channel* will display.

Note: A *channel* will not appear on the *Channel* bar until it contains at least one *section*.

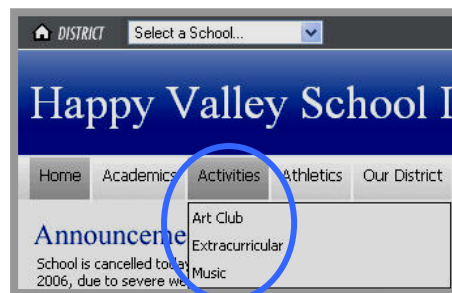


Figure 6: Channel drop-down list showing sections



Figure 7: Channel directory page

- On either the drop-down list or the directory page, click on the name of the section you wish to view. An Overview Page (or homepage) of the selected section like the one shown in Figure 8 will display. The navigational elements of the *Schoolwires* standard template, including the channel, section, and page names, help to identify where you are on your website.

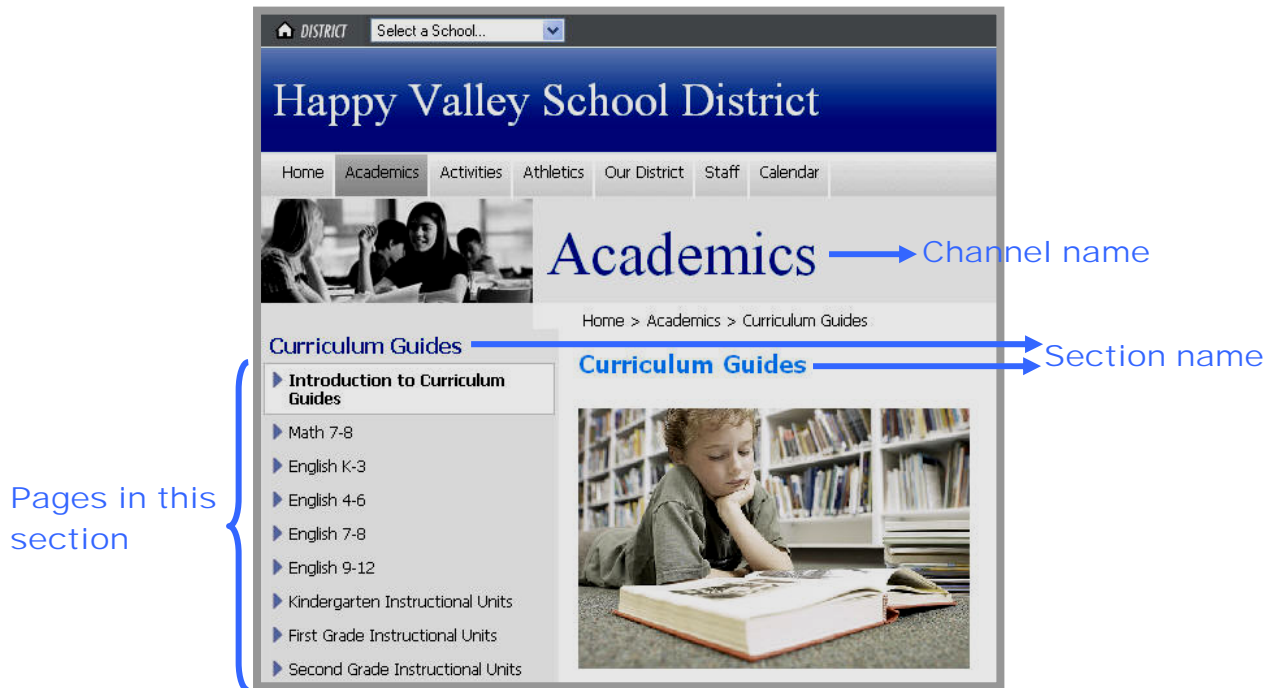



Figure 8: Section Overview Page

Editing Privileges on Your Website

Schoolwires Centricity Site Manager allows your organization to share the responsibility for maintaining its website. **Site Manager** has four levels of editing privilege:

- Site Director
- Subsite Director
- Section Editor
- Homepage Editor

Before you can be assigned any editing privileges, you must be a registered user on the website. See “Registering on your Website” later in this chapter to learn how to register. See **Centricity** chapter, “Using Site & Subsite Workspaces,” for information on how a Site Director registers users. See the **Centricity** chapter, “Section Workspace,” to learn how each level of editing privilege is assigned.

 **Important: You cannot assign Site Directors as Subsite Directors, Homepage Editors or Section Editors for the main *site* or any *subsite*.** As Site Directors they already have these editing privileges. **You cannot assign Subsite Directors as Homepage Editors or Section Editors on their assigned subsites.** They can, however be assigned these privileges at other *subsites* or on the main *site*.

When a user is assigned to a higher editing privilege, **Centricity** software automatically removes that user from any list of editors at lower editing privileges.

Site Director

Site Directors have editing privileges for the main *site* and the *sections* and *pages* within that *site* as well as for any *subsites* and *sections* and *pages* within each of those *subsites*. The **Site Manager** navigation button appears on the *MyStart* bar as soon as a Site Director signs in and will appear on every *page*. Clicking on it will allow access to the *Site Workspace* for the main *site*, to all *Subsite Workspaces*, and *Channel* and *Section Workspaces* for the main *site* and all *subsites*.

Note: A Site Director may enter **Site Manager** at a *Subsite Workspace* if on a *subsite* when signing in.

TIP: *Schoolwires* recommends that you have at least two, but no more than five Site Directors.

Subsite Director

Subsite Directors have editing privileges for their assigned *subsites* and the *sections* and *pages* within those *subsites*. The **Site Manager** navigation button appears on the *MyStart* bar as soon as a Subsite Director signs in and navigates to the assigned *subsite*. It will appear on every *page* of that *subsite*. Clicking on it will allow access to the *Subsite Workspace* for that *subsite* as well as *Channel* and *Section Workspaces* for that *subsite*.

TIP: *Schoolwires* recommends that you have one to two Subsite Directors at each subsite.

Section Editor

A Section Editor has editing privileges for a specific *section* on the main *site* or a *subsite* and all the *pages* within that *section*. Section Editors do not have editing privileges on any other *pages*, *sections*, *subsites* or the main *site* unless they have been assigned. The **Site Manager** navigation button appears on the *MyStart* bar as soon as a Section Editor signs in and navigates to the assigned *section*. Clicking on it will only allow access to the *Section Workspace* for that *section*.

Homepage Editor

Homepage Editors have editing privileges for the *homepage* of a *site* or a *subsite*. Homepage Editors do not have editing privileges for any other *pages*, *sections* or *sites* unless they have been assigned. The **Site Manager** navigation button appears on the *MyStart* bar as soon as a Homepage Editor signs in and navigates to the *site* or *subsite* for the assigned homepage. However, clicking on it only provides access to the *Homepage Workspace* for that *site* or *subsite*.

Note: What is labeled the *Homepage Workspace* is actually a subset of the tasks from either the *Site Workspace* or *Subsite Workspace*.

Using Roles on Your Website

Roles are viewing permissions. They allow you to display content only to specific users—users who have been assigned a specific role or roles. As you create content, you will be given opportunities to limit content to a role or roles as you desire. In addition, if your organization has purchased the **E-Alerts** Premium Enhancement Module, you can use roles when sending Broadcast E-Alerts.

Examples of common roles include:

- Administrators
- Teachers
- Staff
- Technical Staff
- Parents
- Students

Once you are registered as a user, you may be assigned a role by a Site Director. Roles can be assigned to users in their individual user profiles or when importing those users into the database. Only a Site Director may change a user's role.

Notes:

- If you register yourself, you cannot assign yourself a role. You are automatically assigned the default roles.
- A user may be assigned more than one role.

A Site Director may create up to 50 custom roles. See **Centricity** chapter, “Site and Subsite Workspaces,” for information on how a Site Director manages custom roles and establishes or changes roles.

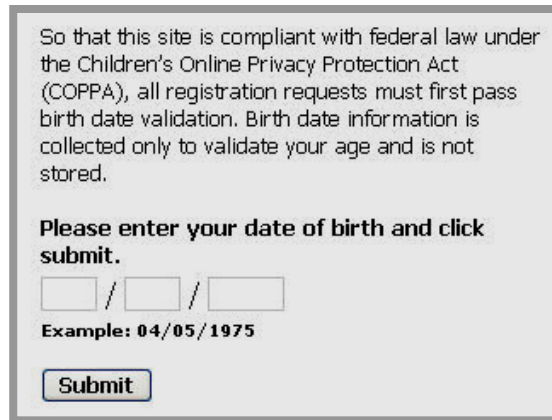
Registering on Your Website

Users of your website can be registered in one the following ways:

- A Site Director can register them one at a time. See **Centricity** chapter, “Site & Subsite Workspaces,” for more information on how Site Directors register users.
- A Site Director can import data files of users. See **Centricity** chapter, “User Import,” for information on how Site Directors import users.
- Users can register themselves if your organization has enabled self-registration. This is covered here.

To register yourself on your website:

1. Click on the *Register* button on the *MyStart* navigation bar. A birth date validation window like the one shown in Figure 9 will display.



So that this site is compliant with federal law under the Children's Online Privacy Protection Act (COPPA), all registration requests must first pass birth date validation. Birth date information is collected only to validate your age and is not stored.

Please enter your date of birth and click submit.

/ /

Example: 04/05/1975

Figure 9: Birth date validation window

Note: Validation of birth dates is required to ensure that the registration process is compliant with federal law under the Children's Online Privacy Protection Act (COPPA).

2. Enter your birth date in the format mm/dd/yyyy.
3. Click on the *Submit* button. A *Registration* window like the one shown in Figure 10 will display.

Please fill in the form below to register with this site.

* = Required Field

First Name: *

Last Name: *

Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Fax:

Email Address: *

Sign-In Name: *

Password: *

Confirm Password: *

Please send me email about Events and Activities.

Figure 10: Registration window

4. Enter your information. The names of the required fields are in bold with the field locations outlined in red and marked with asterisks. The required fields are:
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Sign In Name
 - e. Password
 - f. Confirm Password

TIP: Be sure to include a zip code. This will enable distance calculation when viewing calendar events or Maps & Directions pages. Your Sign-In Name must be between 1 and 30 characters. Your Password must be between 1 and 14 characters and is not case sensitive.

5. Click on the *Submit* button. A confirmation message like the one in Figure 11 will display. You may now sign in to your website.

Your registration has been accepted.

You may now [Sign-in to the topsite](#) web site.
A System administrator will review your account registration and you may be notified by eMail if your account status with topsite is upgraded.

Figure 11: Registration confirmation message

Note: Only Site Directors can change user profiles and though they can change passwords if required, they cannot see a user's password.

Signing In to Your Website

Once you are a registered user, you can sign in to your organization's website. To do this you will need:

- Your Sign-in Name
- Your Password

You may have received an email with this sign-in information. If you did not receive your sign-in information, contact your System Administrator.

To retrieve a forgotten Sign-in Name or Password click on the *Forgot Sign-in Information* button in the *Sign In* window shown in Figure 13. Your sign-in information will be emailed to you.

You will be able to change your information once you sign in. See "Modifying Your Profile" later in this chapter.

Signing in to Centricity

To sign in to your organization's website:

1. Navigate to the website by entering the website address (URL) in your browser's address bar.
2. Click on the *Sign In* button on the *MyStart* bar as shown in Figure 12. A *Sign In* window like the one shown in Figure 13 will display.

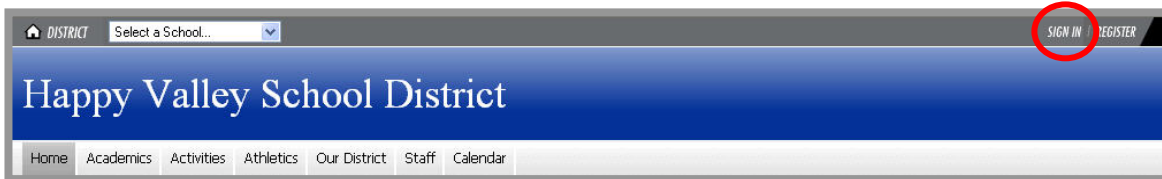


Figure 12: Sign in button on the MyStart bar

Figure 13: Sign in window

3. Enter your Sign-In Name and Password.
4. Click on the *Sign In* button. The first time you sign in to the website after you have been registered, you will see the message shown in Figure 14. On subsequent visits, you will see your *site's* homepage.

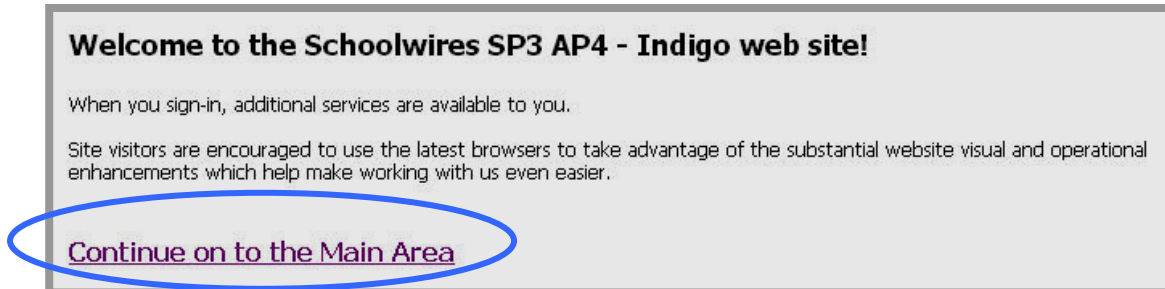


Figure 14: Message that appears the first time a user signs in

5. If this is the first time you are signing in, click on [Continue on to the Main Area](#) to get to your website.

Using a Secure Sign In

If your organization has requested a secure sign in, the sign-in window will be HTTPS. Strictly speaking, HTTPS is not a separate protocol, but rather refers to a normal HTTP interaction over an encrypted Secure Sockets Layer (SSL) or Transport Layer Security (TLS) transport mechanism.

In addition to the HTTPS, you will see a gold padlock. By double-clicking on that padlock, you will be able to view the website's certificate. When this padlock displays and in what location varies with the operating system and browser you are using.

Signing in with Lightweight Directory Access Protocol (LDAP)

LDAP is an Internet protocol that allows programs to look up information on a server. Used with *Schoolwires Centricity*, LDAP authenticates and synchronizes *user information* for **Centricity** that is stored on a remote directory (i.e., LDAP) server.

The effects of LDAP on registered users whose information is stored on the remote directory are:

- LDAP users of **Centricity** will still need to sign in. However, they will use the same sign-in name and password as they use for the network.
- When LDAP users of **Centricity** access their profiles (*Access My Info*), they will not have access to the Sign-in Name, Password or Confirm Password fields.
- LDAP users will not receive any confirmation or be able to request sign-in information from **Centricity**.

Automatic Sign in to Synergy™ and Assist™



If your organization has purchased *Schoolwires Synergy*, a digital file sharing application or *Schoolwires Assist*, a work order management application, as a registered user, you may sign in to either or both of these applications from **Centricity**.

However, to enable this, a Site Director must complete the initial setup. In addition, you must sign in to **Centricity** before you can access the links to **Synergy** or **Assist**.

Once initial setup is completed, you will see the *Sign-in* button for either **Synergy** or **Assist** or both when:

- You have been assigned the appropriate roles for the other application or applications.
- You sign in to **Centricity**.

To sign in to **Synergy** or **Assist** from **Centricity**:

1. Sign in to **Centricity**. A **Synergy** button  or an **Assist** button  or both will display.
2. Click on the appropriate button.
 - a. If you are listed as a user in the other application and your user name and password match those in **Centricity**, you will be signed into the application.
 - b. If you are not listed as a user of the other application or if your user name and password do not match those in **Centricity**, you will see an error message. Contact your System Administrator.

Working with Your User Profile

After signing in, the *MyStart* bar will be different. As you can see in Figure 15, the *Sign In* button has been replaced by a *Sign Out* button and an *Access My Info* button will appear. The *Access My Info* button will allow you to view, change or delete the personal and access information in your user profile. A user profile is shown in Figure 16.



Figure 15: Access My Info button on the MyStart bar

 A screenshot of the 'My Profile' user profile window. The window has a light gray background and a title bar that says 'My Profile'. Below the title bar, there is a heading 'Please update your information in the form below.' and a legend '* = Required Field'. The form contains several fields: 'First Name' (Jane), 'Last Name' (Doe), 'Title' (empty), 'Address 1' (123 Smith Road), 'Address 2' (empty), 'City' (Yourtown), 'State' (PA), 'Zip Code' (54321), 'Phone' (8142345678), 'Fax' (empty), 'Email Address' (youremail@comcast.net), 'Sign-In Name' (jdoe), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). Below the form, there is a section titled 'My E-Alerts & Subscriptions' with a heading 'Your E-Alerts are' and radio buttons for 'on' (selected) and 'off'. There is an 'Edit Subscriptions' button. Underneath, there is a 'Mobile Alerts' section with a note: 'Mobile alerts will deliver a text message to your mobile device. Additional charges may be applicable depending on your service agreement with your wireless provider.' This section includes a 'Mobile E-Alert Number' field, a 'Mobile E-Alert Provider' dropdown menu (set to '-Select Provider-'), and radio buttons for 'Only send emergency E-Alerts to mobile:' (Yes selected, No unselected). At the bottom of the window, there are three buttons: 'Save', 'Delete Profile', and 'Cancel'.

Figure 16: User Profile window

Modifying Your User Profile

To modify your user profile:

1. Click on the *Access My Info* button on the *MyStart* bar. A *User Profile* window like the one shown in Figure 16 will display.
2. Enter or modify your information as needed. The names of the required fields are in bold with the field locations outlined in red and marked with red asterisks. The required fields are:
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Sign-In Name
 - e. Password
 - f. Confirm Password

TIPS:

- If you did not register yourself, *Schoolwires* recommends that you change your password. Your Sign-In Name must be between 1 and 30 characters. Your Password must be between 1 and 14 characters and is not case sensitive.
 - *Schoolwires* also recommends that you enter your zip code. This will enable distance calculation when viewing calendar events or Maps & Directions pages.
3. You will notice a *My E-Alerts & Subscriptions* region in the bottom half of the *User Profile* window. Here you can:
 - a. Turn Content E-Alerts on or off and manage your content subscriptions. See **Centricity** chapter, “**E-Alerts**,” for more information on how to edit your Content E-Alert subscriptions.

Note: In order for you to receive a Content E-Alert, the editor of that content must send it.
 - b. Set up mobile device information for Broadcast E-Alerts if a Site Director has enabled this function for your website. To enter mobile device information:
 - i. Enter your ten digit cell phone number in the Mobile E-Alert number field. Enter the numbers with no dashes or spaces.
 - ii. Select your service provider from the Mobile E-Alert Provider drop-down list as shown in Figure 17.

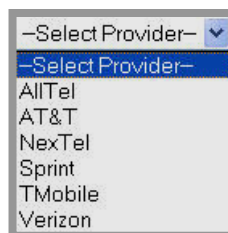


Figure 17: Service Provider drop-down list

- iii. Indicate whether you want Broadcast E-Alerts sent to your cell phone all the time or just if they are emergency Broadcast E-Alerts by clicking in the appropriate radio button.

Note: In order for a Broadcast E-Alert to be sent to your cell phone rather than your email address, the sender must indicate that it is a Mobile E-Alert.

⚠ Warning: Additional charges may be applicable depending on your service agreement with your wireless provider.

4. Click on the *Save* button. The confirmation message shown in Figure 18 will display. You may return to your user profile to make additional changes, sign out, choose a *site* or *subsite* or navigate to a *section* on the current *site* or *subsite*.



Figure 18: Profile change confirmation message

Deleting Your User Profile

⚠ Warning: If you delete your user profile, you will not be able to sign in to the website.

To delete your user profile:

1. Click on the *Access My Info* button on the *MyStart* bar. A *User Profile* window like the one shown in Figure 16 will display.
2. Click on the *Delete Profile* button. A confirmation message like the one shown in Figure 19 will display before your user profile is deleted.

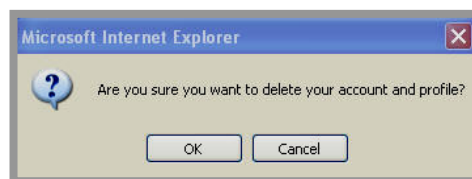


Figure 19: Delete User Profile confirmation message

3. Click on the *OK* button. Your user profile will be deleted. You will no longer be able to sign in to the website using the deleted user profile's sign-in name and password. However any content you entered will remain.