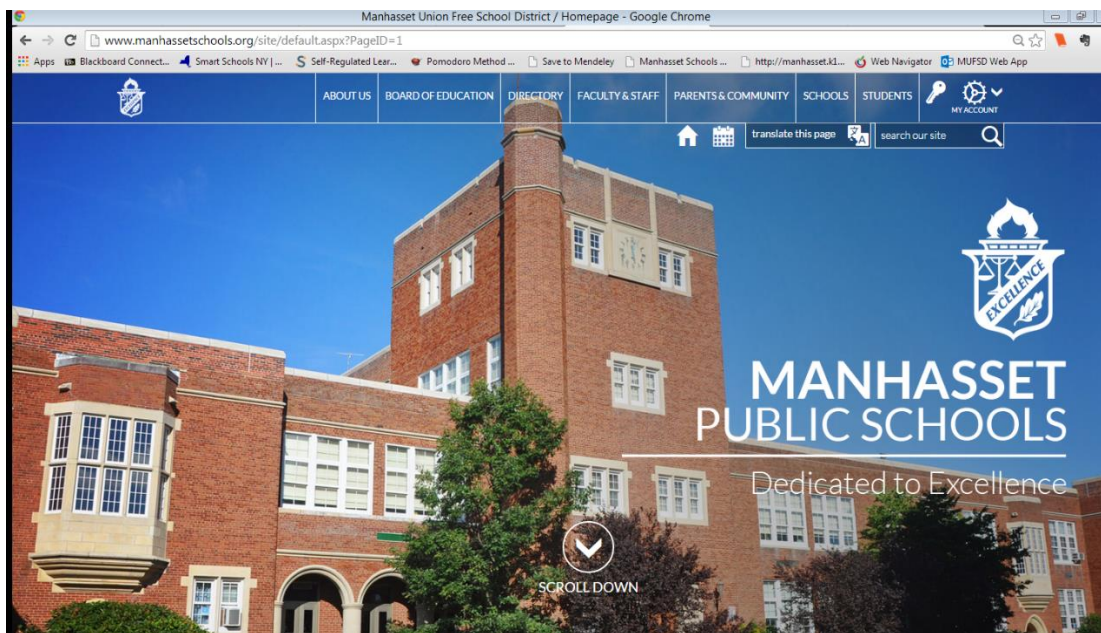# Manhasset School District – New Website Platform
First Time Sign-in Guide

Please visit our new site at:
WWW.ManhassetSchools.org

Table of Contents

Introduction

The Manhasset School District has updated and up-graded its website! The new site has several functional enhancements that we hope you will become familiar with in the coming months and take advantage of for years to come.

Our new site is hosted by Schoolwires, a company with over ten years of experience specializing in School website hosting and design. This guide will help you to understand how to get the most out of using the structure of Schoolwires' "*Centricity2*" platform.

The new site offers registered users the ability to sign in to the website and access services such as Content **E-Alerts**, Mobile **E-Alerts** and register for calendar events. All Manhasset School District students, parents and staff, are registered users.

General Navigation Elements

The general navigation elements discussed here are those you will find on the Manhasset website. You will find these elements on the **MyStart** bar as shown in the image below – taken from the top of our main landing page http://WWW.ManhassetSchools.org .

Before Sign In

As you can see from the image above, before you sign in, the following navigation elements are available to you.

- *District Home*: Allows you to navigate to your organization's main site from any *s*ubsite.

- *Schools*: Allows you to navigate to each of your organization's subsites from either the main site or another subsite. When you click on this tab, a drop-down list displays the subsites: Manhasset Secondary, Munsey Park Elementary, and Shelter Rock Elementary.

- *Sign In*: Allows you to sign in if you are a registered user of the site.

After Sign In

As you can see in the image below, the phrase "*Sign In*" is replaced by "*My Account*" after you sign in to the website.

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

- *District Home*: Allows you to navigate to your organization's main site from any *subsite*.

- *District Calendar:* Brings you to a calendar displaying all District-wide events (and odd/even day schedule for the Secondary School).

- *Schools*: Allows you to navigate to each of your organization's subsites from either the main site or another subsite.

- *My Account*: Displays a drop-down with account options.
   - *Edit Account Settings*: Allows you to access your user profile (account) and change it if you like.
   - *Sign Out*: Allows you to sign out of the site. We recommend that you always sign out when you are finished working.

- *MyPassKeys*: Allows you to create a personal library of single sign-on *PassKeys* to web applications to which you have been granted access.

Signing In to the District Website

Registered users can sign in to the website. To do this you will need to have your User Name and Password.

Parents will receive an email with their Username. **Usernames will be the same as those used for the Parent Portal.** You will click the **"Forgot My Password"** link the first time you login and an auto-generated password will be sent to you immediately via email.
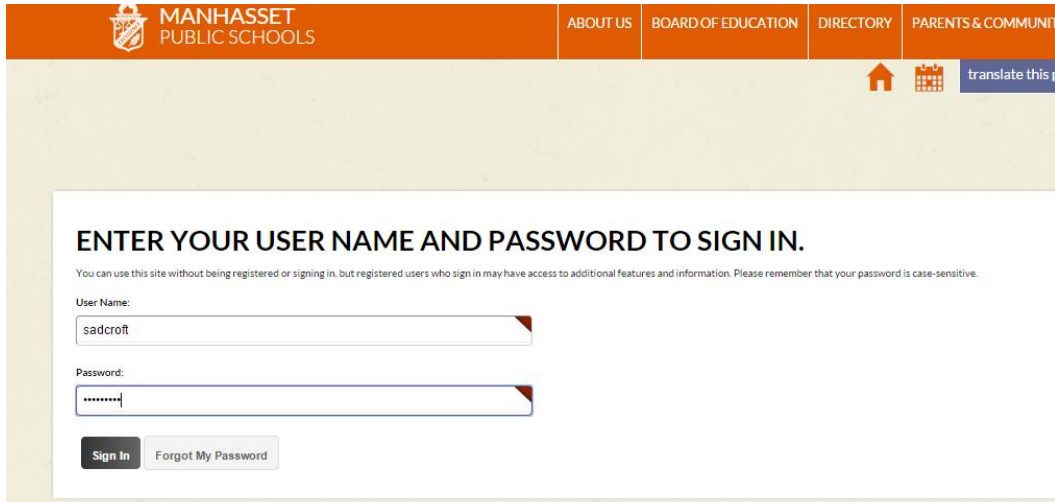
Signing into *Manhasset Schools website*

Once you have your username and password, here's how you sign in to the website.

1. Navigate to the website by entering **www.ManhassetSchools.org** in your browser address bar.

2. Click **Sign In – upper right of page -** as shown in the image above. A Sign In window like the one shown in the image below displays.

3. Enter your User Name and Password.
4. Click **Sign In**. The screen refreshes and you see the site homepage.

Your Account Settings

After signing in, your **MyStart** bar displays differently. As you can see in the image below, **Sign In** is replaced by **My Account.** From the **My Account** drop-down list, you can either edit your account settings (view, change or delete the personal and access information – provided you have been granted permission to do this) or sign out of the website. An Account Setting window is shown in the second image below.
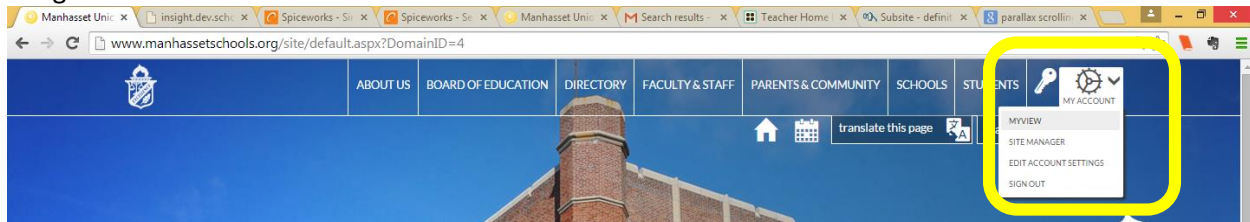
Edit your Account Settings

Here's how you modify your user account information.

1. Click **My Account.** The drop-down list displays as shown above.
2. Click **Edit Account Settings** from the drop-down list. An Account Settings window like the one shown in the image below displays.

3. Modify your account information.
   - We recommend that you change your password. We recommend that your User Name be between 1 and 30 characters. Your password is case sensitive and we recommend that it be between 1 and 14 characters.
   - We also recommend that you enter your zip code. This will enable distance calculation when viewing calendar events or Maps & Directions apps.

4. Modify your *E-Alert Settings*. Here you enter your mobile device information for receiving *Broadcast E-Alerts* about **non-emergency information** such as updates to a specific section – like *Indian Ink (*the High School online Newspaper).
   - Enter your ten digit cell phone number in the Mobile E-Alert number field. Enter the numbers using no dashes or spaces.
   - Select your service provider from the Mobile E-Alert Provider drop-down list like the one shown in the image below.
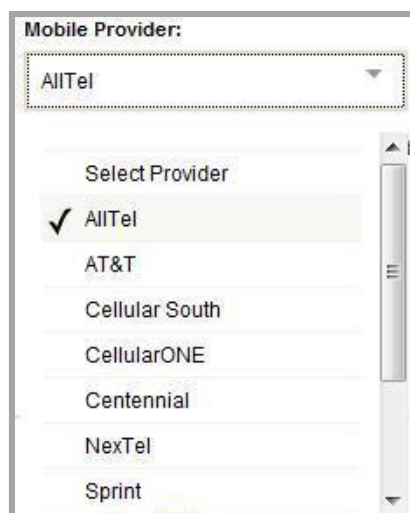
- Indicate whether you want *Broadcast E-Alerts* sent to your cell phone all the time or just when they are flagged as emergency *Broadcast E-Alerts* by clicking the appropriate radio button. Note that additional charges may be applicable depending on your service agreement with your wireless provider.

5. Modify your *Subscriptions* options. Here you indicate your areas of interest for *Content E-Alerts*.
   - Add and remove Site Subscriptions.
   - Add or remove Other Areas (section subscriptions).

6. Modify your *PassKey* accounts. This option displays if your organization has access to and has activated *Passkey Management*. Here you manage your *PassKey* accounts.

7. Modify your *School Associations*. Here you can manage which schools you wish to add to *MyView*. This will only display if your district has *MyView*.

8. Click **Save**. The confirmation message shown in the image to the right displays. You may return to your account settings to make additional changes, sign out, choose a site or subsit*e* or navigate to a section on the current site or subsite.

Delete your Account

Here's how you delete your account.

1. Click **My Account** on the **MyStart** bar.
2. Select **Edit Account Settings** from the drop-down list. An Account Settings window like the one shown in the image below displays.
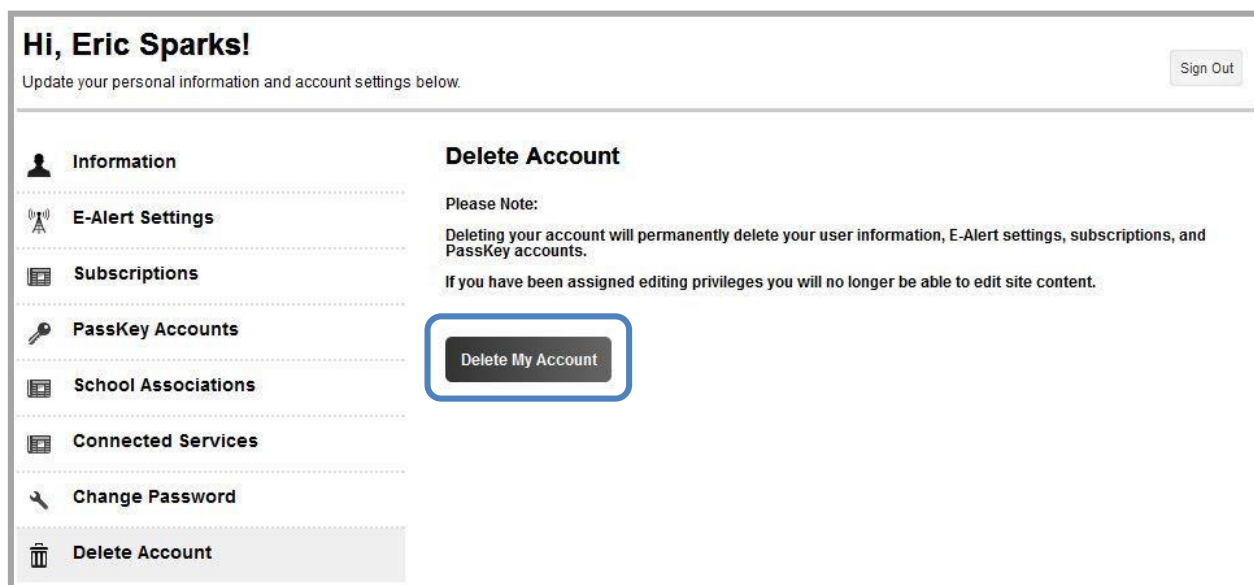
3. Click **Delete My Account**. A Delete Confirmation window like the one shown in the image below displays.

4. Click **Yes**. Your account will be deleted and a confirmation message like the one in the image below displays.

Success! You have permanently deleted your user account. If you need a new user account in the future, you can self register or contact your site administrator.

Note that when you delete your account, it is taken out of service and is placed into the Users Recycle Bin. You may contact the site webmaster and ask them to restore your account.