The 30-Minute Website for Teachers™

30MIN™ **W E B S I T E S**

Welcome School Administrator

Welcome to the 30-Minute Website for Teachers! The information enclosed in this letter will give you the initial direction you need to start configuring 30-Minutes for your school.

As the School Administrator for the 30-Minute Website for Teachers, your role is to set up all teacher accounts for your school. All configuration and maintenance for your school's teacher websites are done in the Administrative Module. A letter to distribute to each teacher with their website address, UserName, and Password is included in the 30-Minutes Welcome Packet given to the District Administrator.

To access the Administrative Module, go to the website address below:

www.os4e.com/30

From here, log in with the following information:

UserName:
Password:

Remember to select the radio button next to *School Administrator*. Select the Login button when you have finished entering your information.

Note: The UserName and Password are case sensitive and should contain no spaces.

This login information is for your eyes only and should be guarded. As the School Administrator, you can change your password as often as you like, but you cannot, however, change your user name.

Now you are ready to begin creating school accounts and editing your district information. Please refer to the *School Administrator User Manual* for complete instructions. You can find a copy of the manual on the CD included in the 30-Minutes Welcome Packet given to the District Administrator or you may download this document at:http://www.os4e.com/support/user_manuals.html

Should you have any questions or encounter any technical issues, please contact your District Administrator or you can access our online support section at www.os4e.com/support.

Good luck and enjoy!
The OS4E Team