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## The 30-Minute Website for Teachers™

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### Welcome Teacher

Welcome to the 30-Minute Website for Teachers! The information enclosed in this letter will enable you to access your website so you can start adding content.

First you will need to go to your website address listed below. Open your Internet browser from the desktop shortcut or from the Programs Menu. It is recommended that you use Internet Explorer version 5.0 or higher.

Go to your website by typing your website address into your browser's address window.

Your website address is:

You will need to log in to your website before you can add any content or make any changes. To do so, select the **Login** link. Once the screen pops up, type in your user name and password as follows:

UserName:

Password:

**Note: The above information is case sensitive and should contain no spaces.**

Click the **Login** button when you are through entering your information.

This login information is for your eyes only and should be guarded. If your site administrator has enabled this feature, you may change your password at any time. If it is not enabled, you will have to contact your site administrator to change your password.

Now you are ready to begin adding content to your 30-Minute website. Please refer to the *Quick Start Guide for Teachers* or the complete *Teacher User Manual* for further instructions. You can download both of these documents at: [http://www.os4e.com/support/user\\_manuals.html](http://www.os4e.com/support/user_manuals.html).

Should you have any questions or encounter any technical issues, please contact your District or School Administrator or you can access our online support section at [www.os4e.com/support](http://www.os4e.com/support). This area is always available to you at the top of your website when you are logged in.

Have fun and enjoy!!!

The OS4E Team