

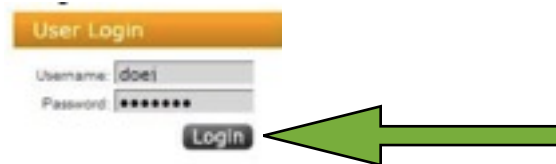
## How to Login and Create/Edit your Staff Profile

### How to log in

Go to [www.flboe.com](http://www.flboe.com)

Username: You know it

Password: You know it

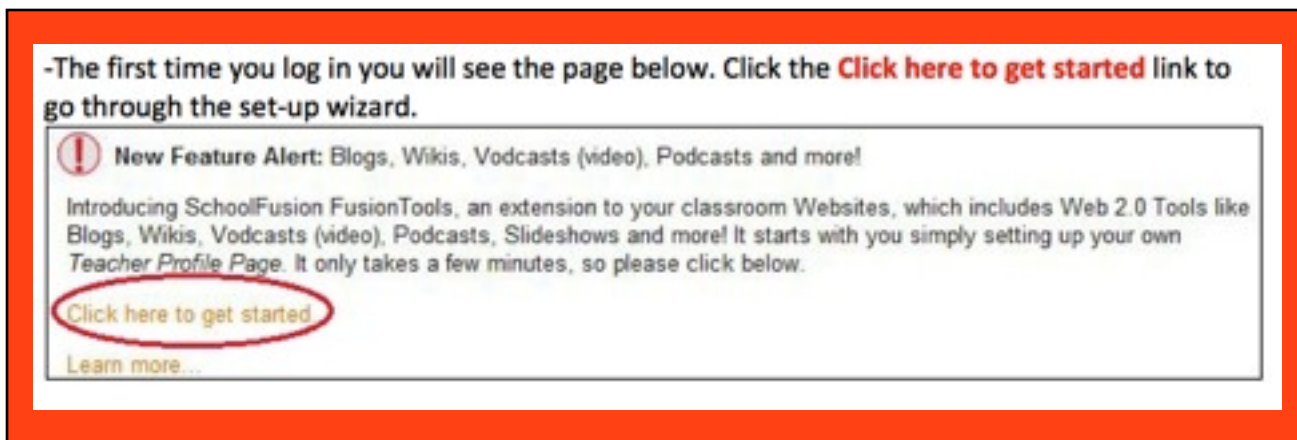


The image shows a 'User Login' form. It has a title bar 'User Login' in an orange box. Below it are two input fields: 'Username: doet' and 'Password: \*\*\*\*\*'. At the bottom is a 'Login' button. A large green arrow points from the right towards the 'Login' button.

### How to Activate your Profile

**\*\*If you are not logging in for the first time and have activated your staff profile disregard everything in the red box\*\***

Click on Click here to get started



The image is a screenshot of a 'New Feature Alert' box with a red border. The text inside reads: '-The first time you log in you will see the page below. Click the **Click here to get started** link to go through the set-up wizard.' Below this is a section with a red exclamation mark icon and the text: 'New Feature Alert: Blogs, Wikis, Vodcasts (video), Podcasts and more! Introducing SchoolFusion FusionTools, an extension to your classroom Websites, which includes Web 2.0 Tools like Blogs, Wikis, Vodcasts (video), Podcasts, Slideshows and more! It starts with you simply setting up your own *Teacher Profile Page*. It only takes a few minutes, so please click below.' At the bottom of this section, the link 'Click here to get started' is circled in red. Below the main text is a 'Learn more...' link.

### How to Access your Activated Staff Profile

**\*\*If you have previously activated your staff profile\*\***

Click on Teachers on the left gray toolbar

Click on your name



## How to Edit Staff Profile

Click on Edit My Profile

[Edit My Profile](#) ←

Enter your Public Name

My Public Name:  ←  
Your public name is what is displayed to your users. eg. Mr. Smith.

## How to Add a Picture

Click on Browse or Choose File

: [Choose File](#)

Find File

←

Select file



Photo on 2010-10-14 at 11:26

Select Choose or Open

[Choose](#) ←

Type your Personal Statement

Click Save

My Public Name:   
Your public name is what is displayed to your users. eg. Mr. Smith.

My Picture:  [Browse...](#)

Your personal statement:

My name is John Doe and I teach kindergarten here at Elementary School #1. This is my fifth year teaching at School #1, and I have experience in Pre-school, 1st Grade and 2nd Grade. I really enjoy teaching kindergarten and I especially enjoy using technology in the classroom. Currently, I am involved with our school's technology program. I also love to use music and dancing in the classroom, along with anything else we need to do to help a child learn! Hope to see you in the classroom soon!

[Use Plain Editor](#)

[Save](#) ←