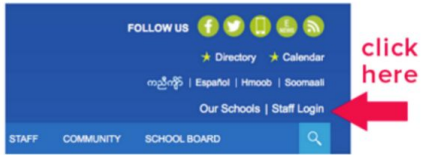# SPPS Website Content Management System
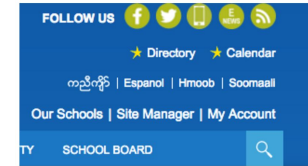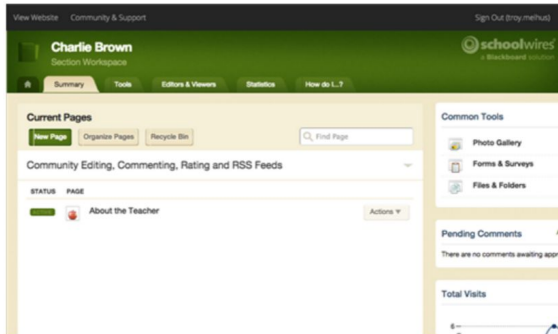
1. Log in

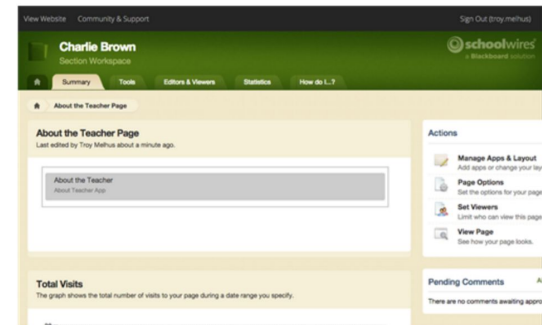### 2. Active Directory (E Number)

3. Click "Site Manager"

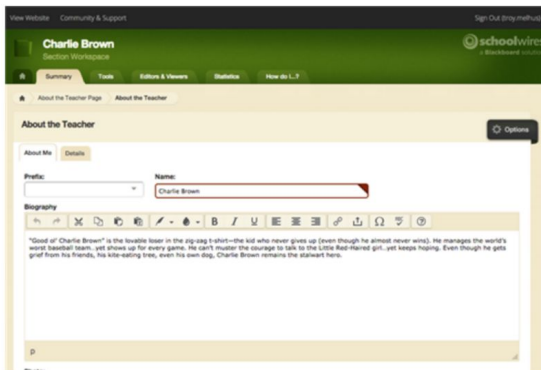### 4. Site Manager Pop-up Window: Your toolbox

"About the Teacher" is the name of the first page in your section. (You can have multiple pages).

5. Click the page and you will see the About the Teacher "App."

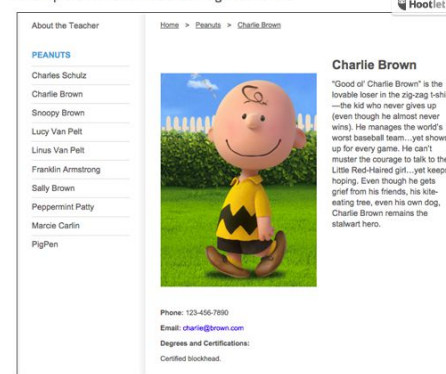### 6. Click the App and it will open the editing window.

This is a basic WYSIWYG editor.

Be sure to "Save" your work.

7. View your work.

You can find your teacher page by going to your school page, clicking "ACADEMICS" and then clicking "Teacher Directory" and then click your name.

Questions?

www.spps.org/schoolwires
→ submit a ticket

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