Settings to allow your teacher page to be visible from the staff directory.

Because teachers have the option of using SchoolWorld, SchoolWires, or Schoology to create their webpages, they must also identify which page they would like displayed in the staff directory. To do this, you must first log into the Employee Records Portal (https://employee.sanjuan.edu.)

- From there, you will log in using your standard user ID and password as well as entering the last four digits of your Social Security Number.
- Once you are logged in, click on “Profile” in the blue menu bar.
- Then click on the “Communications” Tab
- At the bottom of the Communication Page, you will have the option to select which site you want visible on the staff directory for your school.
• Click the drop down menu to select the beginning of your teacher URL.

<table>
<thead>
<tr>
<th>Please Select</th>
<th>Please Select</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://teacher.sanjuan.edu/webpages/">http://teacher.sanjuan.edu/webpages/</a></td>
<td></td>
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<tr>
<td><a href="http://www.sanjuan.edu/">http://www.sanjuan.edu/</a></td>
<td></td>
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<tr>
<td><a href="http://schoolology.sanjuan.edu/">http://schoolology.sanjuan.edu/</a></td>
<td></td>
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</tbody>
</table>

• Then enter the rest of the URL in the text box under the drop down menu.
  
  o For example, if you have your webpage in SchoolWorld, your teacher page URL should look similar to “teacher.sanjuan.edu/webpages/xxxxx” where xxxxx is usually your first initial and last name. In this case, your setting should look like this:

```
Please select the domain: http://teacher.sanjuan.edu/webpages/ |
Please enter the rest of the url: xx
```

  ▪ Please note that your id for the teacher page will never contain a period.

  o If you made your webpage on the new system, SchoolWires, your URL will look similar to “www.sanjuan.edu/domain/1234”. For this example, your settings should look like this:

```
Please select the domain: http://www.sanjuan.edu/ |
Please enter the rest of the url: domain/1234
```

  ▪ You can get the number for your teacher page by looking at the URL on the top of the page while in the Site Manager. Please note that Safari hides the URL by default and you will need to log in with a different browser to view your teacher page URL. In the example below, you would type domain/116 into the field for the rest of your url.

![Teacher Page URL Example](sanjuan.edu/cms/Workspace/Section/Section.aspx?DomainId=116)

• Once your setting are correct, click on “Submit URL.” The system will update overnight and the new link will be visible on the staff directory the next day.