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Getting Started

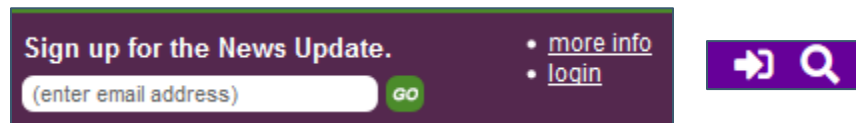
The SOCS Toolbar is where you have access to all of the tools necessary to run your site. The general public will never access this part of SOCS.

1. To get into your website:
 - Open a web browser.
 - Enter your school's web address

If site is not live:

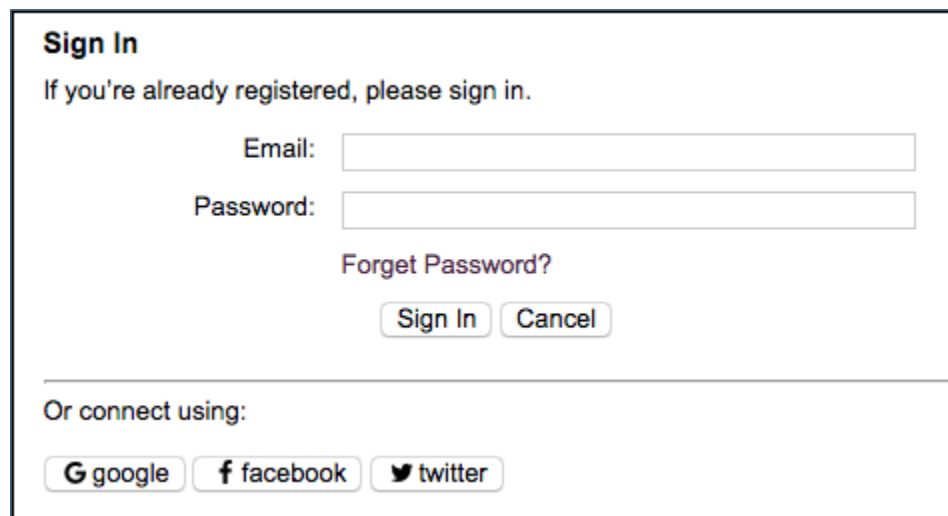
- Enter temporary web address
- Enter temporary username
- Enter temporary password

The login is located on your SOCS Site front page and sub-pages. The location of the log in may be different depending on the template for your site.



Sign up for the News Update. [more info](#)
 [login](#)

1. Enter your **Email** and **Password**.



Sign In
If you're already registered, please sign in.

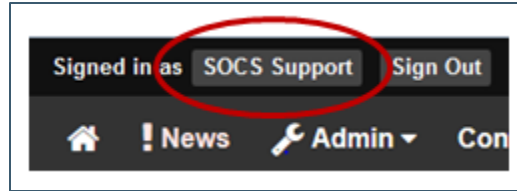
Email:

Password:

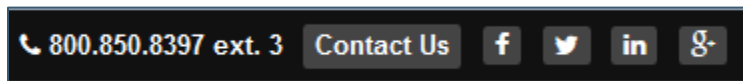
[Forget Password?](#)

Or connect using:

The Edit Profile button on the top left allows you to change your password and personal information and manage your connected ID's. When you are finished updating your site use the Sign Out.



The top right lists all the various ways you can contact us. Our phone number and **Contact Us** information is listed here. Our support hours are from 7:30 am to 5 pm Central time Monday through Friday. You can also follow us on various social media outlets.



The Main Toolbar contains your access privileges to manage the content on your site. Your toolbar will reflect the access privileges you have access to so it may look different. Below is displaying a full rights user.



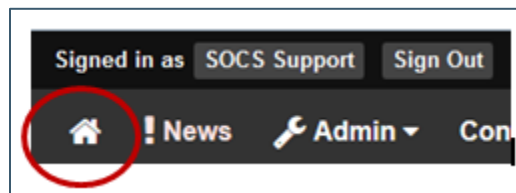
Admin	Content	Extras
<ul style="list-style-type: none"> Features Feedback Images Notifier Parent Teacher Conferences Private Sections Sections Staff Page Templates Users 	<ul style="list-style-type: none"> Articles Calendar Slideshow Teachers Videos 	<ul style="list-style-type: none"> Adserver Banners Bios Buttons Clear Site Cache HTML Banners Polls Survey Traffic Reports

The Help Center contains SOCS training guides. This page provides you with a PDF version and videos to guide you through adding content to your site.

The Help Center also provides you with more tools to assist you in creating your site. You are also welcome to contact SOCS support at any time for help with your site.

!News is a message board where SOCS support will post articles about new enhancements, User groups, Holiday closings or maintenance times. You will want to read any new articles to make sure you don't miss any enhancements or important information.

Selecting the **Home Button** will take you back to your SOCS home page.



Hide the Toolbar to bring your SOCS site to the top of your browser. Select the button again to see the toolbar.

