

**Teacher Instructions for Updating  
St. Mary School Website  
October 30, 2008**

1. Go onto the Internet. [www.stmaryglenshaw.org](http://www.stmaryglenshaw.org)
2. Click on **Faculty and Staff, Teachers**. Click on your name.
3. Type your **Username** and **Password**, click on **login**.
4. Click on **Edit On**, under login and password.
5. Click on **Edit** (right side of screen near your title page).
6. Type in the information that you want to appear on your web page in the blank area. Click **Save**.
7. Click on **Commit My Changes. Save, Back to Site**.

*It may take up to about an hour to update the website;  
If you do this at home, it updates faster.*