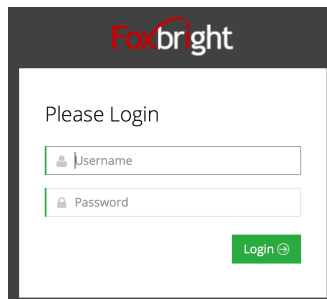


Updating Your Profile Page on the New JPS Website

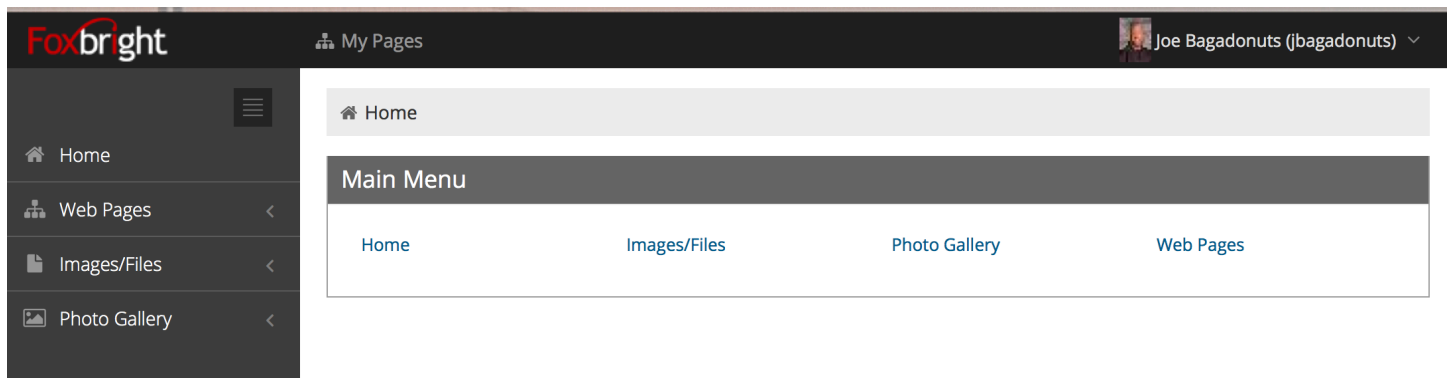
Each JPS professional staff member has a personal profile page that is part of the the new JPS website that will be unveiled to the public on October 1. This handout has the steps necessary for you to login to your account and update your profile page.

Follow these step to update your personal profile page:

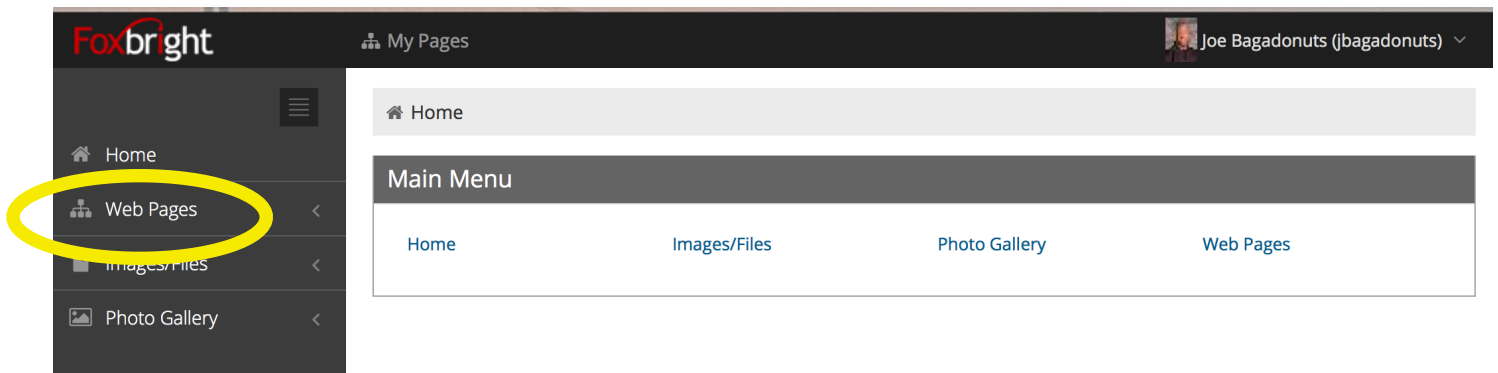
1. Go to this website: jenison.foxbrightcms.com/admin
2. Enter your username and password. Typically, your username is the first part of your email address before the "@". Your password is your computer login password.

A screenshot of the Foxbright login page. It features the Foxbright logo at the top. Below it, the text "Please Login" is displayed. There are two input fields: one for "Username" with a person icon and one for "Password" with a lock icon. A green "Login" button with a right-pointing arrow is located at the bottom right of the form.

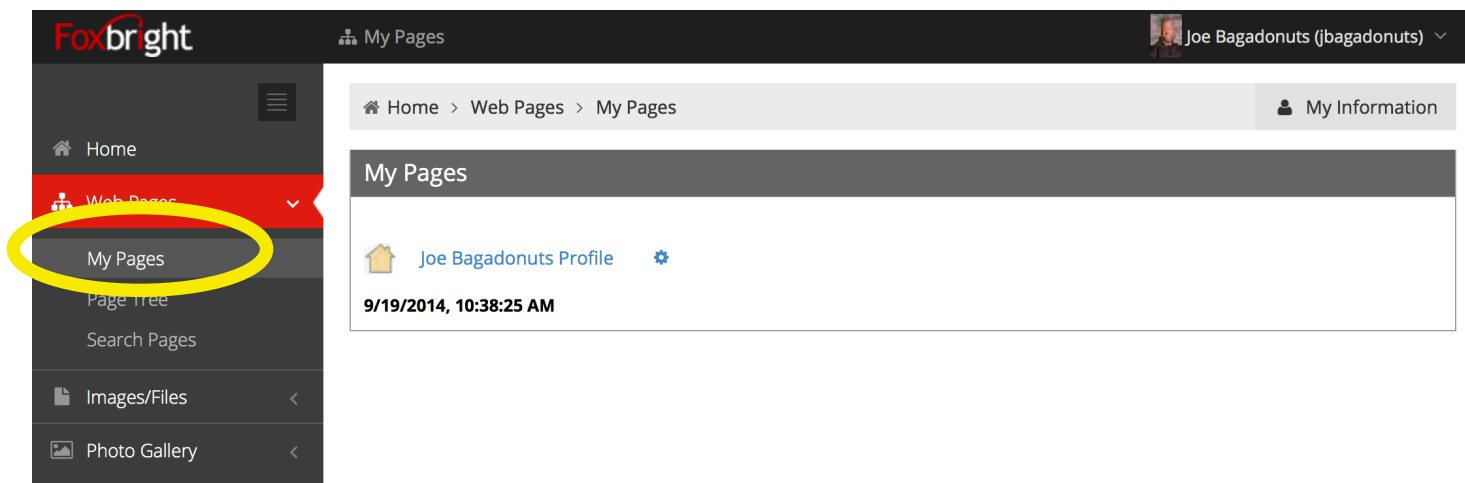
3. Once you are logged in, you will see a screen like the one shown below



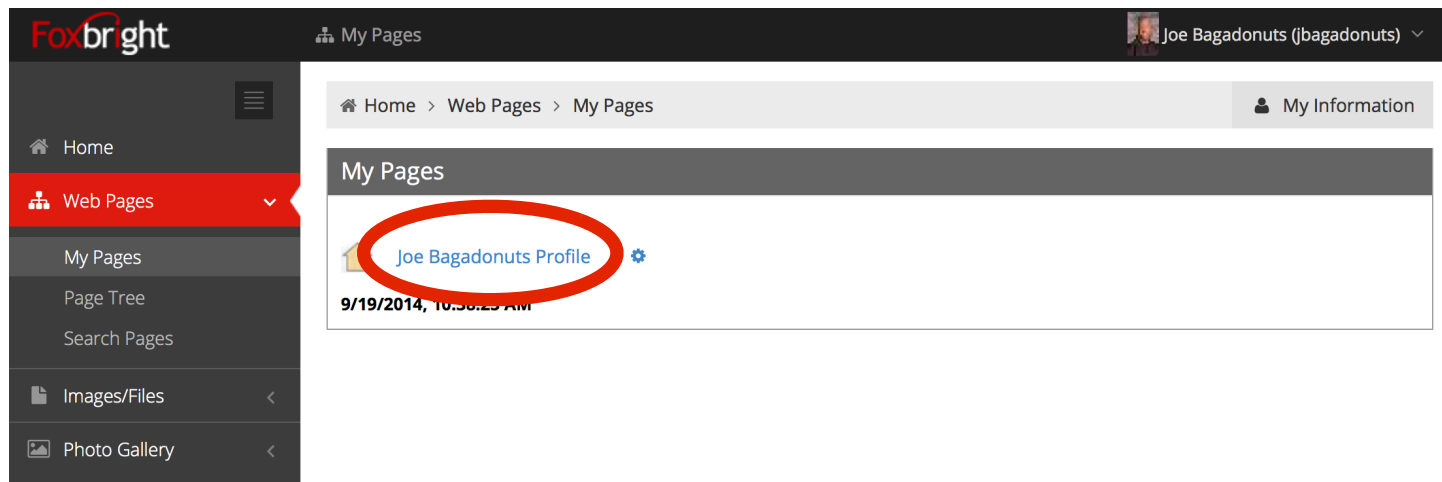
4. Click on the Web Pages link



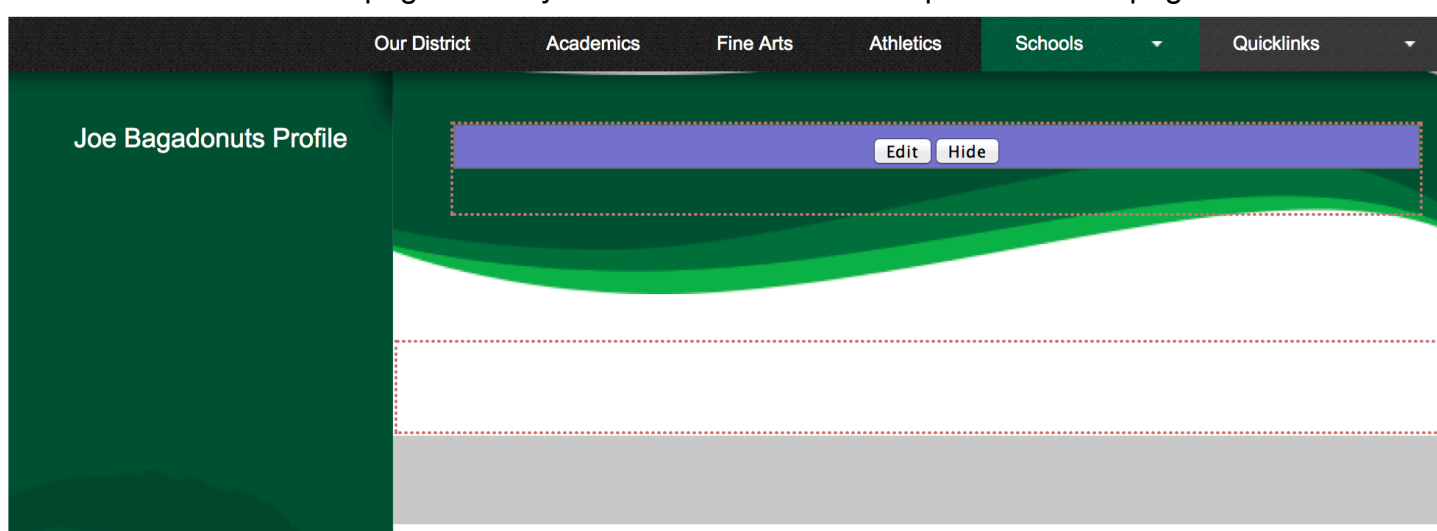
5. Click on the My Pages link



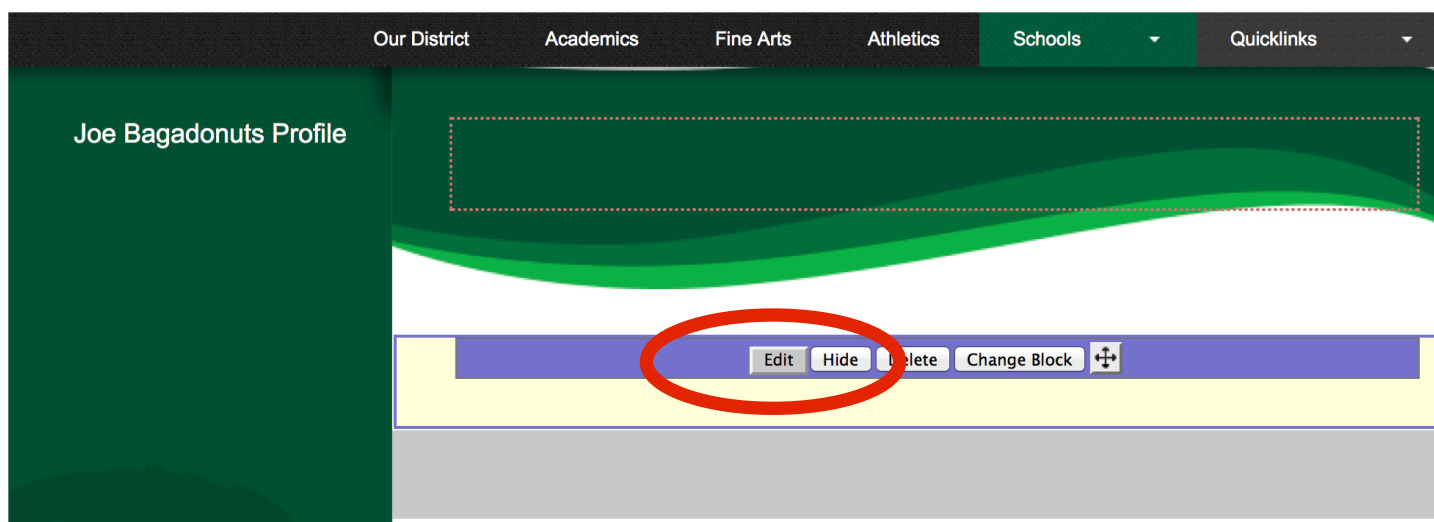
6. Click on the Profile link



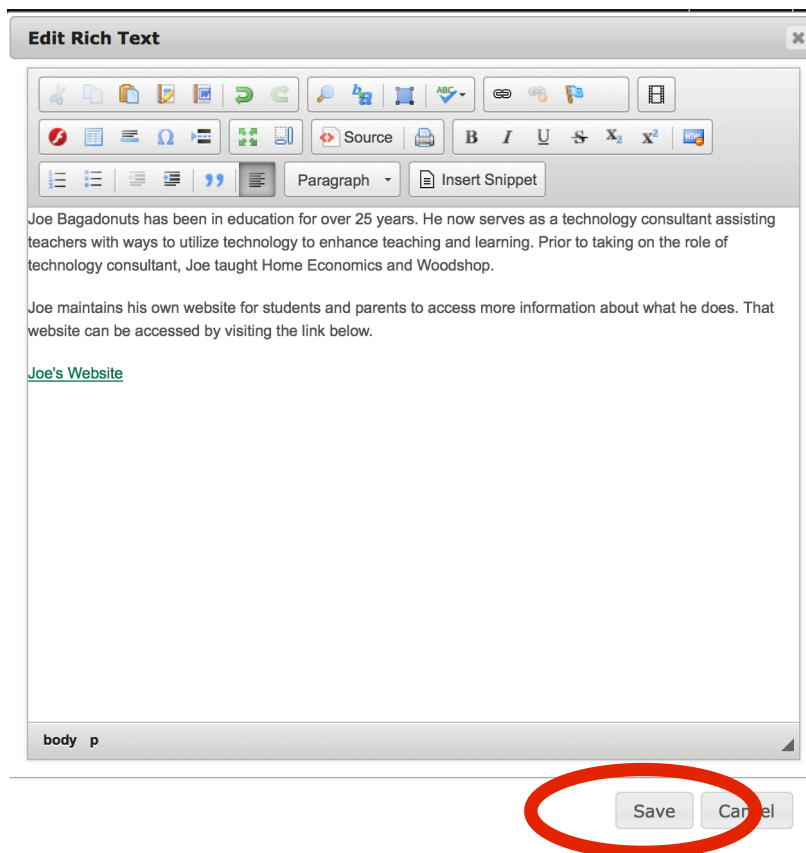
7. You will now be on the page where you can edit information. A portion of that page is shown.



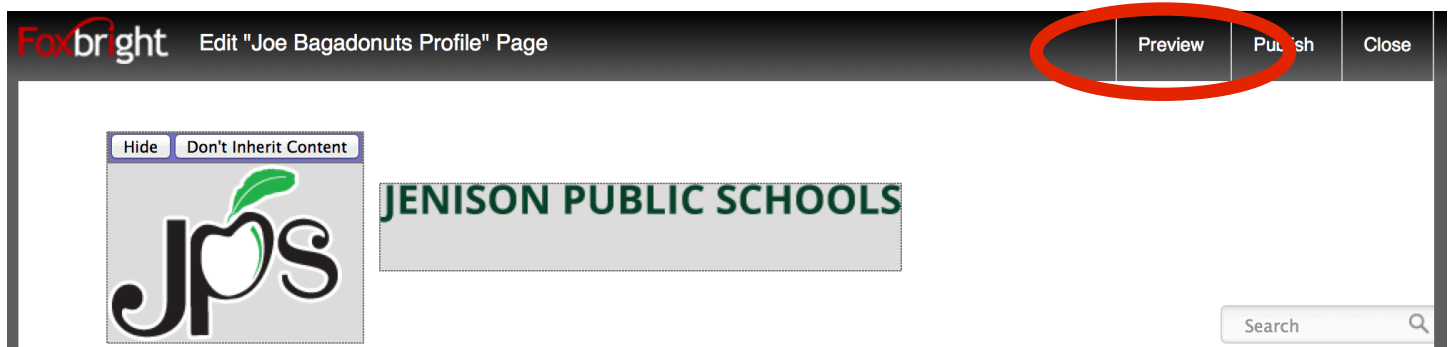
8. Move your mouse over the second of the red outlined sections and click on edit



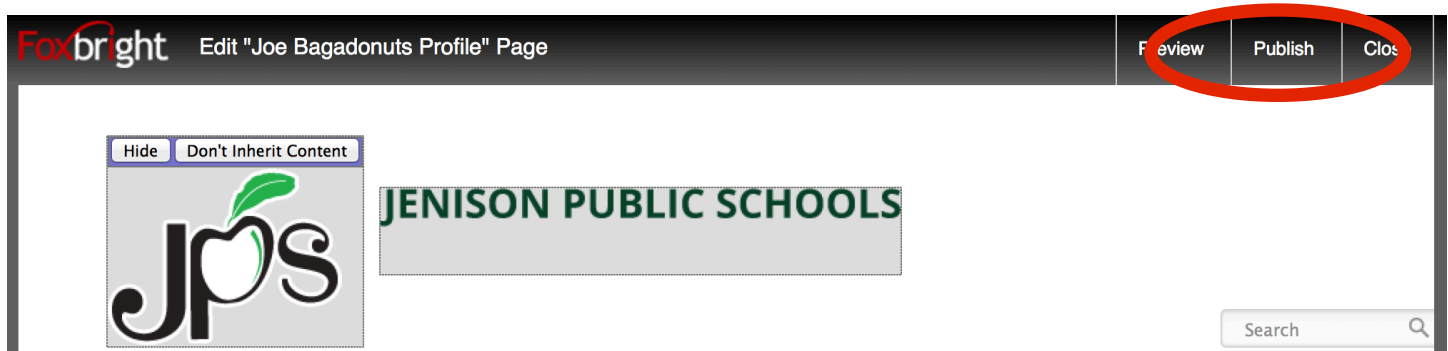
9. The editing window now appears. Enter your biographical information into this window to give visitors a glimpse into your professional life. Keep the information on the professional level. You have access to a number of editing tools allowing you to modify text, insert links, add images and even video clips. Many staff members already maintain a separate classroom website. This would be an ideal place for you to provide a link to that website. Once you are done editing, click on the Save button.



10. To see what your page looks like to visitors, click on Preview. The preview will open in a new tab. When you are done with the Preview, just close the tab to return to your editing page.



11. You are now ready to Publish your page so that the public can view it. Click on Publish.



12. You can edit a few other areas of your profile page. Feel free to do so. You CANNOT edit certain areas of the profile page where information is automatically populated.

Feel free to reach out for assistance with editing and updating your profile page by sending your request to the appropriate building help list.

Thank you for helping us to update our website!

Version 1
9/19/2014
Dave Tchozewski