

Principals

- **Home Menu**

Use Policy

- The principal will accept the ACCESS Distance Learning Program Use Policy.

- **Home Menu**

Password

- Password should be changed upon initial login.

- **Schools Menu**

Search (The principal should only have access to the school to which he/she is assigned.)

- The principal will search for, and then select his/her school to update school information as follows:

Main Tab

- The principal will choose his/her name in the **Principal** drop-down list on the Main school tab.
- The principal will select the **Schedule Type** for the school on the Main school tab.
- The principal will update any necessary information such as address/phone number.

***The exception for updates on this tab is the **School Number**. This **School Number** should never be changed as this number is state-assigned and is the school identifier in STIState and *InformationLIVE*.

Bell Schedule Tab

- The principal will set the **Bell Schedule** for the school on the **Bell Schedule** tab.

Terms Tab

***Note: The appropriate terms will auto-fill on the **Terms** tab based on the Schedule Type that was previously selected on the Main tab.

- The principal will select each term on this tab and enter the school specific term **start and end** dates.
- The principal will choose “yes” or “no” on the **Terms** tab as appropriate relative to Summer School.

IT Services Tab

- The principal will choose “yes” for **VCI Facility**. The **Configuration** will remain at the default, **Send/Receive**.
- The principal will make a selection for **SDE Meetings** in regard to whether or not the SDE may use the videoconferencing equipment for meetings.
- The principal will fill in the remaining information on this tab, including the **Primary VCI IP Address**, **Secondary VCI IP Address**, **VCI Technical Contact**, and **VCI General Contact**.

- **Staff Menu**

Search State

- The principal will use the **Primary Classification** search criterion to import the school counselors.
- The principal may also search for and import additional school staff related to ACCESS Distance Learning.

***The principal can Search *InformationLIVE* to view staff members that have already been imported into *InformationLIVE* from STIState. Previously imported staff will not be available for import from STIState and therefore will not show in Search State results.