

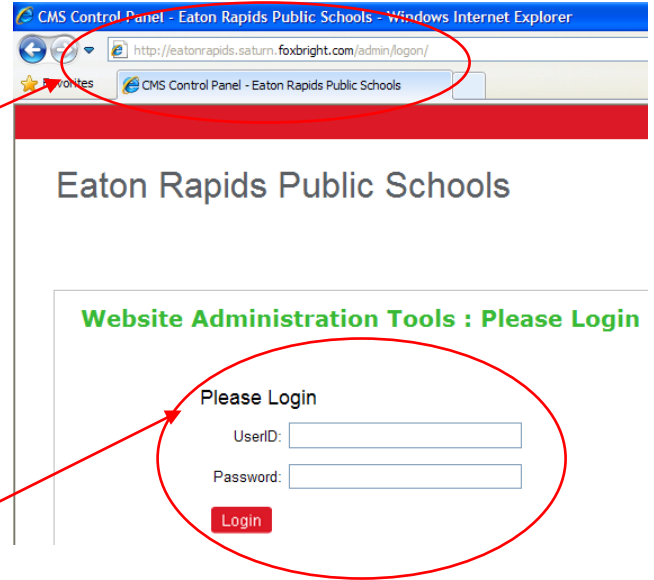
Eaton Rapids Public Schools Creating/Editing Your Foxbright Profile Page

1. Open your internet browser (either FireFox or Internet Explorer).

Type <http://eatonrapids.saturn.foxbright.com/admin> in the address bar and hit the enter key or click the “go” button (the green arrow).

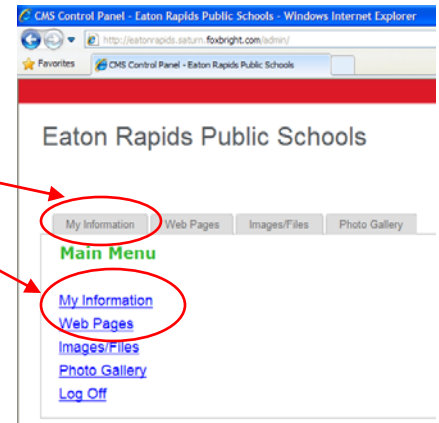
Please note, once the web site is officially launched you will go to www.erpsk12.org/admin.

2. Using the same userID and password you use for your computer and for GroupWise, login to the Website Administration Tools.



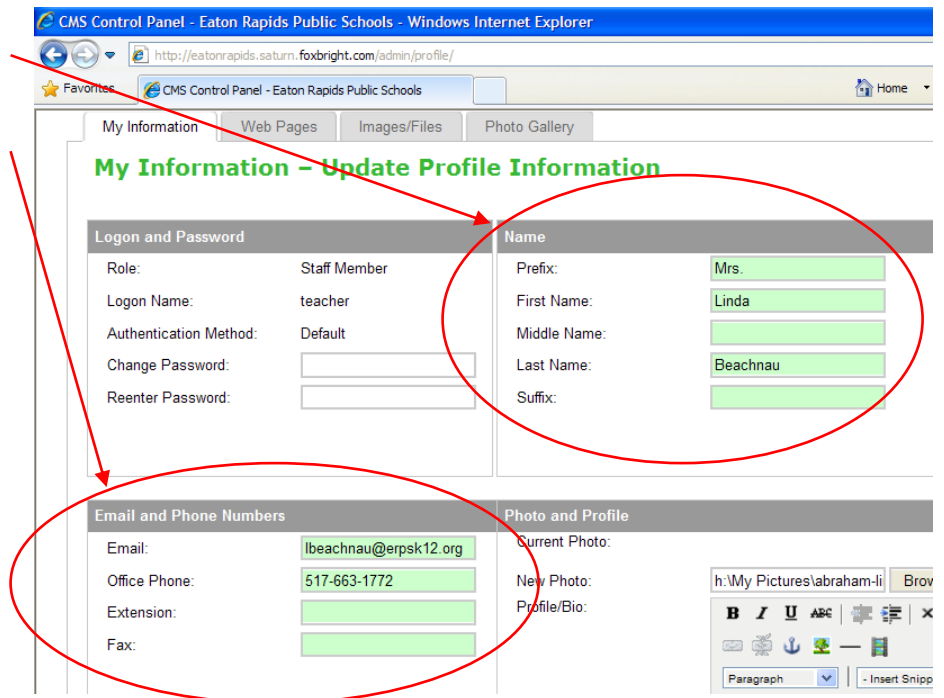
3. You should now see the “Main Menu” page. Click on the tab or the link labeled “My Information”.

You will then be redirected to your profile page.



4. Make sure that your name appears as you wish it to be in the “Name” section. Also, verify that your ERPS email address and your classroom phone number appear in the “Email and Phone Numbers” section. Make corrections or additions to these fields if necessary.

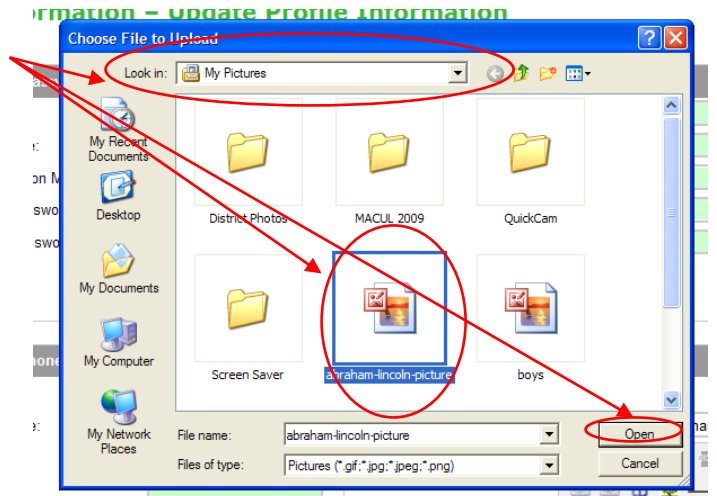
Note: it is not necessary to enter the address of your building in the “Address” section. It is also not necessary to enter an extension or fax number.



- If you have a photo that you would like to add as your profile photo, click on the “Browse” button next to the “New Photo” text box of the “Photo and Profile” section.

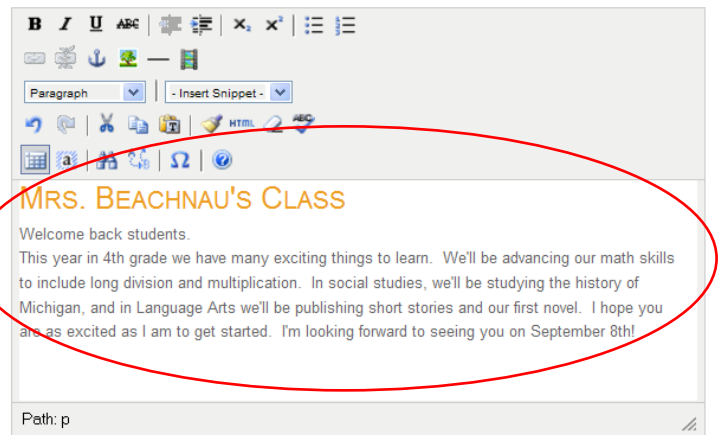


- Select the drive and folder where the picture is stored, then click on the picture and select “open”.



- Enter information about your class(es), schedule, etc. in the “Profile/Bio”.

You can use the formatting options to customize your page. (Formatting options are defined below.)

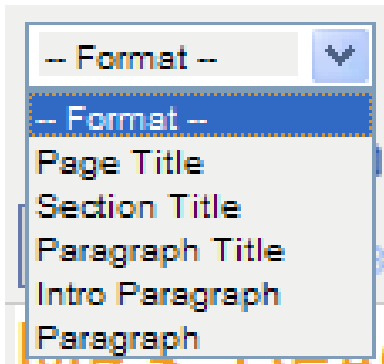
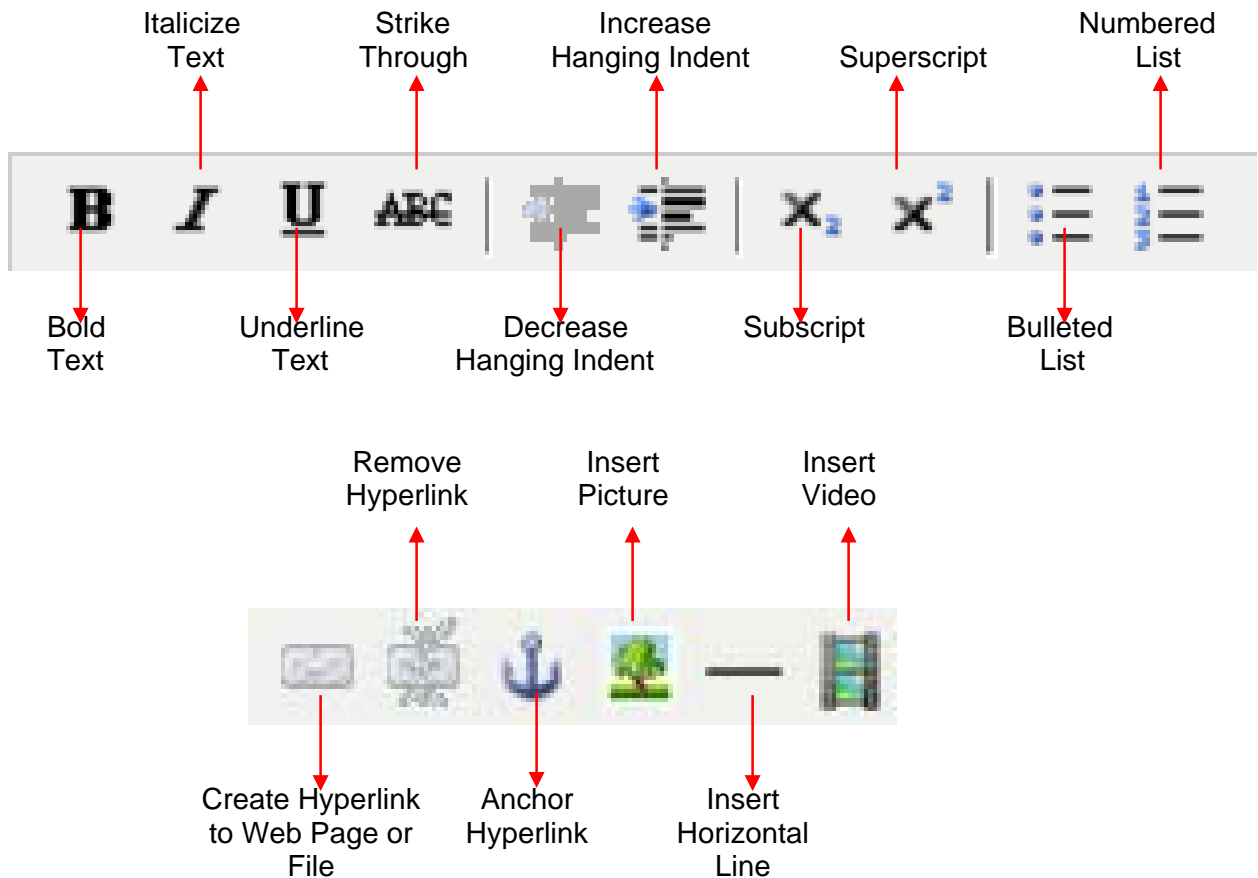


- Once you have finished editing your profile, click on the “Save” button at the bottom of the page to save your work.

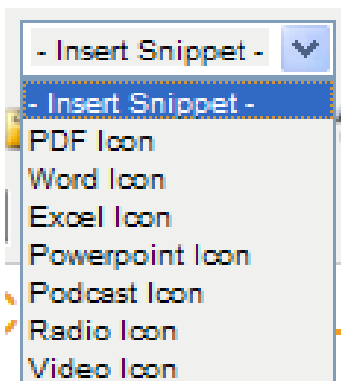


The “Reset” button will remove any changes you have made since the last time your profile was saved, but allows you to keep editing your profile. The “Cancel” button will cancel all changes you have made since the last time your profile was saved, and returns you to the “Main Menu”.

9. The options for formatting your profile text are:



Text can be formatted by designating its function. Click and highlight text, and then select one of the formats from the "Format" drop down list to apply the style you wish to use.



Snippets allow you to insert an icon that will identify the format of a linked document or uploaded media, such as a video or podcast. Select the location on your page where you want the icon to display, and then click on the appropriate icon from the "Insert Snippet" drop down list.

