Agenda for Web Site Administrator Training

1. Review support information
    i. support number: 920-354-6540
    ii. support email support@4schools.net
    iii. support site https://support.4schools.net
    iv. help documents
    v. subscribing
    vi. creating and monitoring tickets
2. 4Schools Interface top links
    i. Signed In
    ii. Change Password
    iii. Schools Database
    iv. Users Database (we will cover this last as this is the bulk of the training)
    v. Support Center no longer used except for historical reference to tickets older than our new support center.
    vi. Sign Out
3. View/Print Invoices
4. Allowed File Types
5. Moving from the 4Schools interface to CMS4Schools Web Site Admin and back again
6. CMS4Schools Items not discussed in the Train-the-Trainer portion
    a. File Uploads
    b. Disk Usage
    c. User Accounts Admin & CMS Groups
    d. Settings
    e. Mobile Settings
    f. Banner Library
7. Users Database creating users and setting permissions
    a. Search/Manage
    b. Import Photos
    c. Add User & Import/Export Users
    d. Permissions
8. 4schools Tab
    i. User Information
    ii. Account Information
    iii. Permissions
9. CMS4Schools Tab
    i. General
    ii. Faculty Account
    iii. Website Administrator
    iv. Navigation Builder