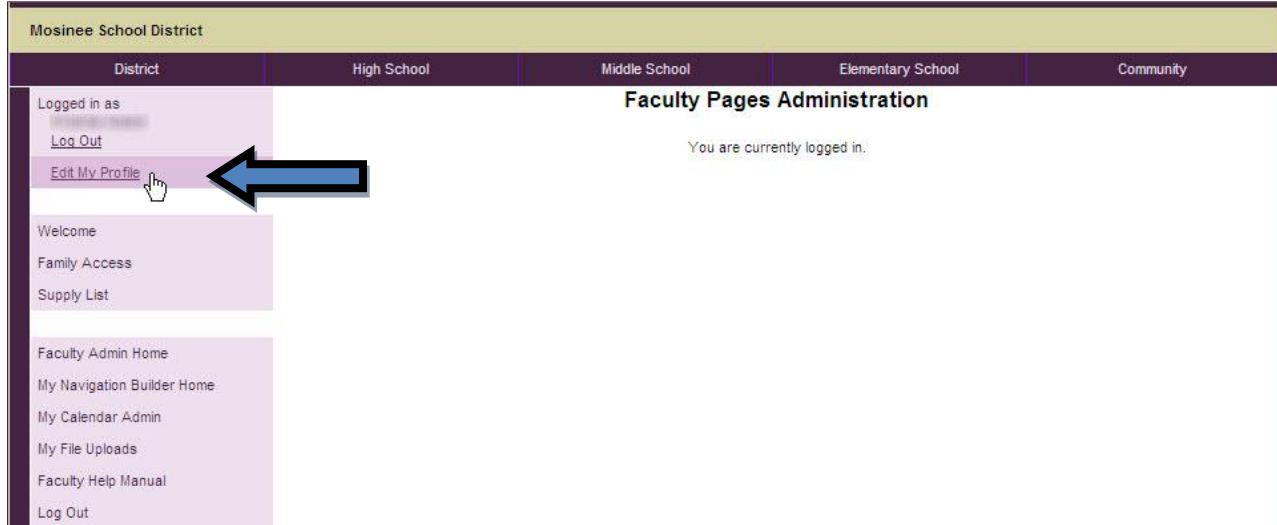
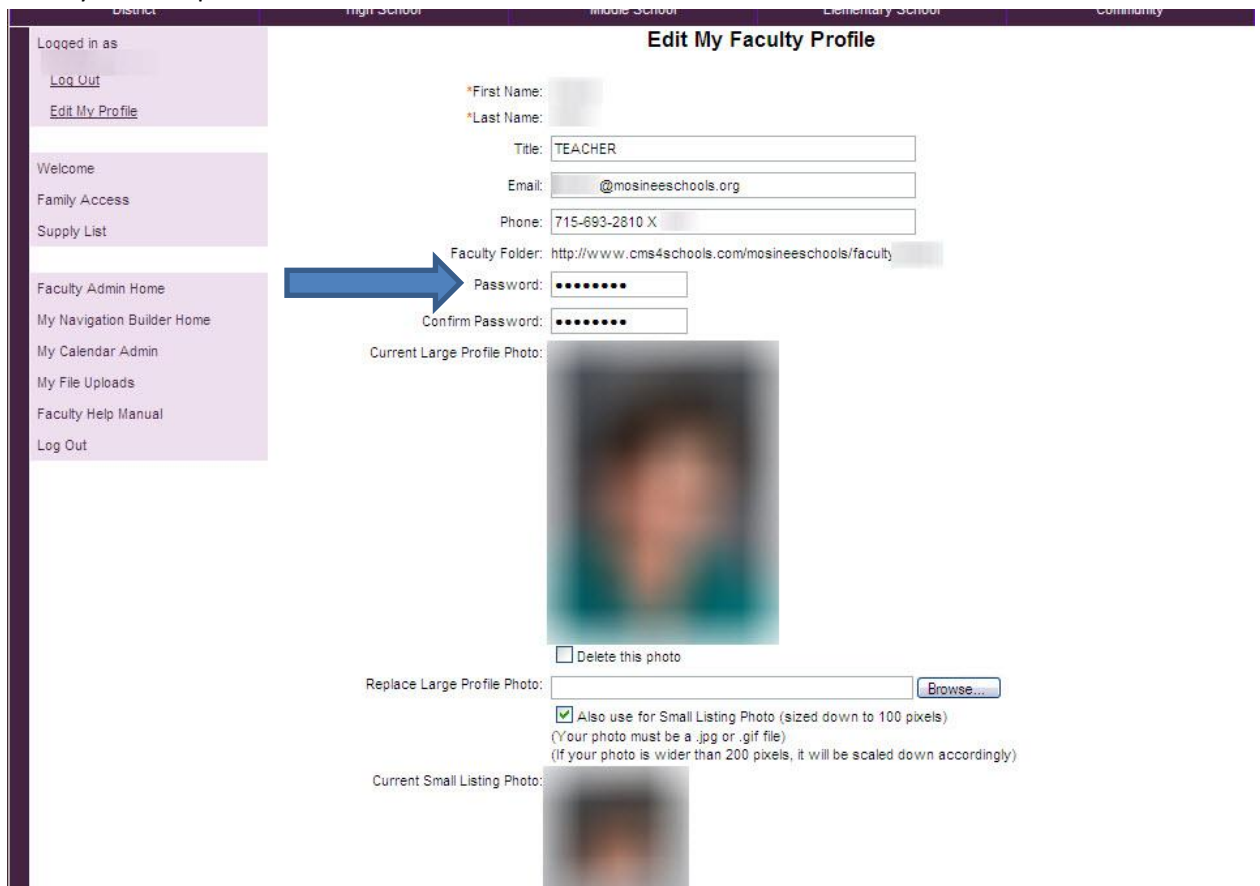


Maintaining your Faculty Account

1. The directions are a continuation from “How to Log into CMS4Schools”, click on **Edit My Profile**.



2. After clicking Edit My Profile, locate the password field (see arrow below).
3. Enter your new password in the “Password” and “Confirm Password” fields.



4. Change your title to what you currently teach. The title field is located at the top of the page (see arrow). i.e. 7th Grade Science Teacher, High School English Teacher

Logged in as

[Log Out](#)

[Edit My Profile](#)

Welcome

Family Access

Supply List

Faculty Admin Home

My Navigation Builder Home

My Calendar Admin

My File Uploads

Faculty Help Manual

Log Out

Edit My Faculty Profile

*First Name:

*Last Name:

Title: TEACHER

Email: @mosineeschools.org

Phone: 715-693-2810 X

Faculty Folder: http://www.cms4schools.com/mosineeschools/faculty

Password:

Confirm Password:

Current Large Profile Photo:

Delete this photo

Replace Large Profile Photo:

Also use for Small Listing Photo (sized down to 100 pixels)
(Your photo must be a .jpg or .gif file)
(if your photo is wider than 200 pixels, it will be scaled down accordingly)

Current Small Listing Photo:

5. Verify that your phone number, area code, and extension are correct.
6. Verify that your picture is correct and it's actually you. NOTE: You are not allowed to change your faculty picture or edit it in any way. We will be using your Lifetouch staff photo.
7. Verify that your email address is correct.
8. **(For Ms. or Mrs. only, if Mr. skip go to step 12)** Go to <http://www.cms4schools.com/mosineeschools/>.
9. Click on the building that you are located in on the top bar of the page.
10. Find your name on the left side bar either under your grade level, special areas, or department.
11. Check to make sure the Ms. or Mrs. is correct. (If not, email webmaster@mosineeschools.org).
12. After completing steps three, four, and five, scroll down to the bottom of the page and click **Update** which will save your information. Your password can be changed as often as you desire.
13. Go to <http://www.cms4schools.com/mosineeschools/>. Click on the building that you are located in on the top bar of the page. Find your name on the left side bar either under your grade level, special areas, or department.

