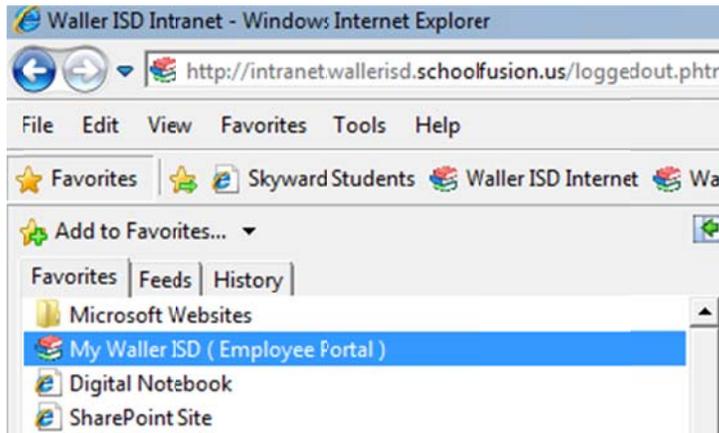

Follow these steps to access My WISD Employee Portal:

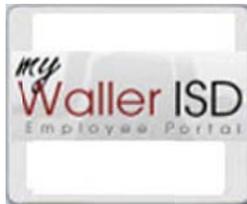
- From the Internet, access the District Home Page on www.wallerisd.net.
- Choose any of the 3 ways listed below to access My WISD Employee Portal:
 - Click My Waller ISD (Employee Portal) from your Favorites list



- **Or** click the My WISD Employee Portal link from the top navigation menu



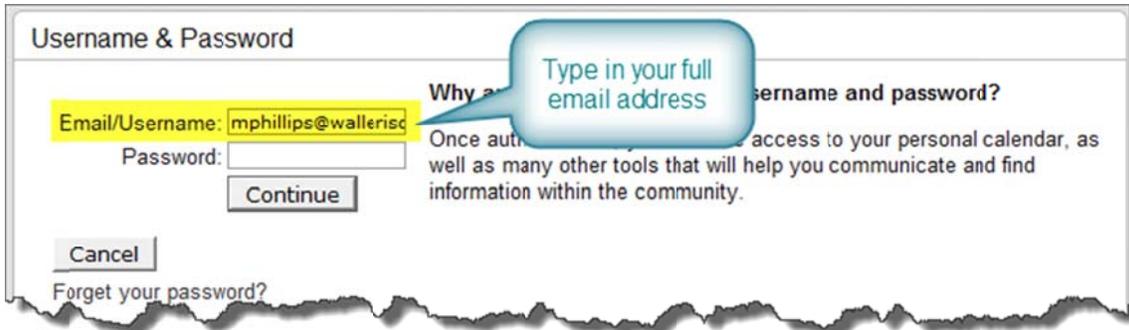
- **Or** click the Staff Resources tab followed by the My Waller ISD Employee Portal button.



Note: The My WISD Employee Portal will open in a new browser window.

Follow these steps to login to the My WISD Employee Portal:

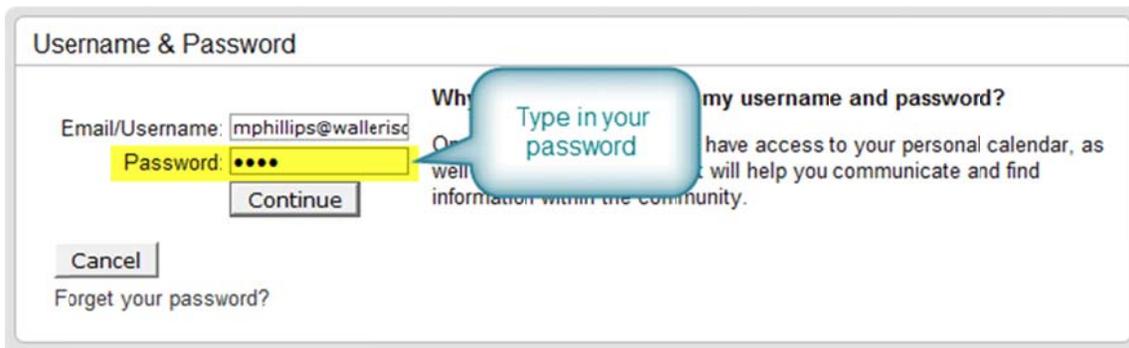
1. Type your Waller ISD email address into the Email/Username field (Example: mphillips@wallerisd.net).



The screenshot shows a login form titled "Username & Password". The "Email/Username:" field contains "mphillips@wallerisc" and is highlighted in yellow. A blue callout bubble points to this field with the text "Type in your full email address". The "Password:" field is empty. Below the fields are "Continue" and "Cancel" buttons, and a link for "Forget your password?". To the right of the form, there is explanatory text: "Why do I need my username and password? Once authorized, you will have access to your personal calendar, as well as many other tools that will help you communicate and find information within the community."

2. Type your password into the Password field.

Note: If this is your first time to login, enter the last four numbers of your social security number.

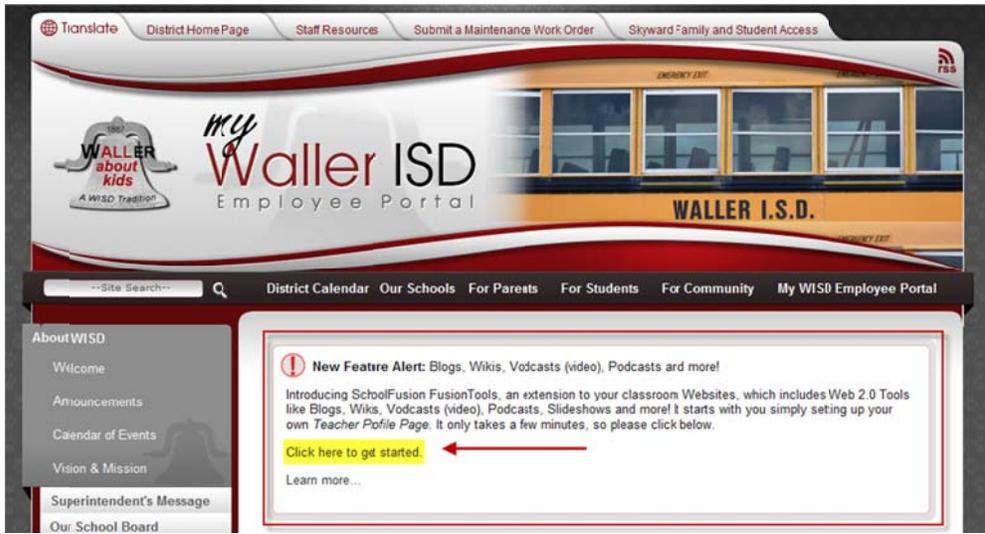


The screenshot shows the same login form. The "Password:" field now contains four dots and is highlighted in yellow. A blue callout bubble points to this field with the text "Type in your password". The "Continue" and "Cancel" buttons and the "Forget your password?" link are still visible. The explanatory text on the right remains the same.

3. Click  to login.

Follow these steps to setup your Profile Page:

1. The New Feature Alert displays at the top of the Home page the first time you login introducing you to Blogs, Wikis, Vodcasts, Podcasts, and more! **Note: You will not be able to participate in these additional features unless you follow these steps to setup your profile.**
2. Click the "Click here to get started" link...



OR

...click the Activate My Profile link in the left navigation pane under the Calendar.



3. Your name defaults into the My Public Name field.

My Public Name:

Your public name is what is displayed to your users. eg. Mr. Smith.

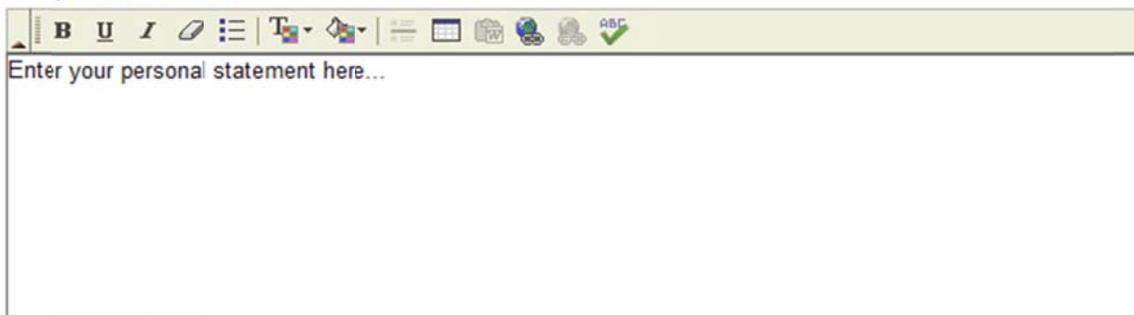
4. Use the My Picture field to upload your photo.

My Picture:

- Click the Browse button
- Navigate to the image on your computer
- Select it
- Click Open to upload

5. Enter a statement about you in the Your Personal Statement field.

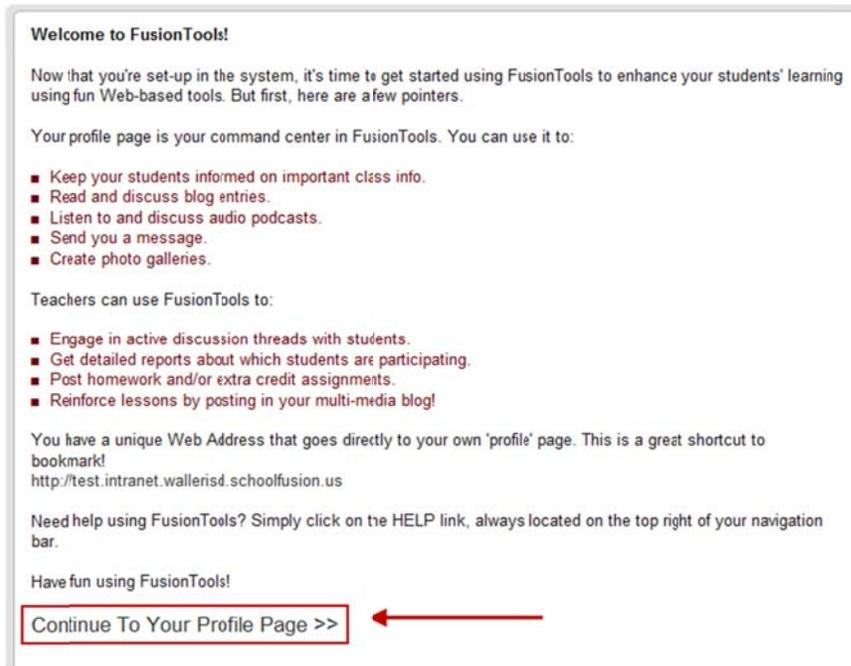
Your personal statement:



A screenshot of a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. Below the toolbar, the text "Enter your personal statement here..." is displayed. The main area of the editor is a large, empty rectangular box.

Use Plain Editor

6. Click Save to save your profile and display the Welcome to Fusion Tools message.



A screenshot of a "Welcome to FusionTools!" message. The message is enclosed in a light gray border and contains the following text:

Welcome to FusionTools!

Now that you're set-up in the system, it's time to get started using FusionTools to enhance your students' learning using fun Web-based tools. But first, here are a few pointers.

Your profile page is your command center in FusionTools. You can use it to:

- Keep your students informed on important class info.
- Read and discuss blog entries.
- Listen to and discuss audio podcasts.
- Send you a message.
- Create photo galleries.

Teachers can use FusionTools to:

- Engage in active discussion threads with students.
- Get detailed reports about which students are participating.
- Post homework and/or extra credit assignments.
- Reinforce lessons by posting in your multi-media blog!

You have a unique Web Address that goes directly to your own 'profile' page. This is a great shortcut to bookmark!
<http://test.intranet.wallerisd.schoolfusion.us>

Need help using FusionTools? Simply click on the HELP link, always located on the top right of your navigation bar.

Have fun using FusionTools!

[Continue To Your Profile Page >>](#) ←

7. Click Continue to Your Profile Page.

Profile edited.

Melissa Phillips Profile | Multimedia Blog | FusionPages

Enter your personal statement here..
[Edit My Profile](#)

Usage Graph

[View Additional Usage Analytics](#)

Visits Comments Messages 2012-06-01 - 2012-08-21 By Week

Week	Visits	Comments
w/o Jun 1	0	0
w/o Jun 8	0	0
w/o Jun 22	1100	0
w/o Jul 6	350	0
w/o Jul 13	450	0
w/o Jul 27	400	0
w/o Aug 3	100	0
w/o Aug 17	600	0

Legend: ● Visits ● Comments

Message Center

Inbox Sent Compose Trash

List of FusionPages

- **Departments**
- Administration
- Crisis Management
- Curriculum
- Employee Access Training
- Employee Benefits

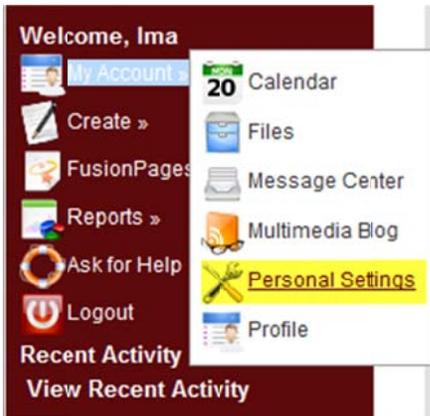
My Students [Entire Re...](#)

8. Refer to [School Fusion's Faculty/Staff Member HelpGuide](#) for more details.

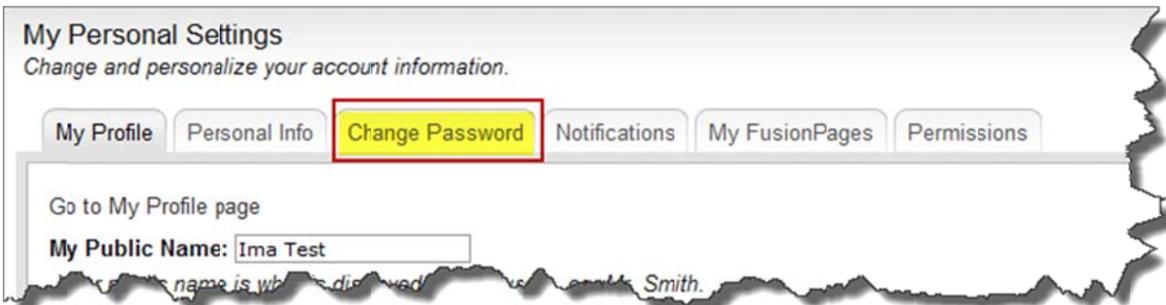
Follow these steps to change your password:

Note: Do not attempt to change your password until 9/30/12 due to nightly data downloads.

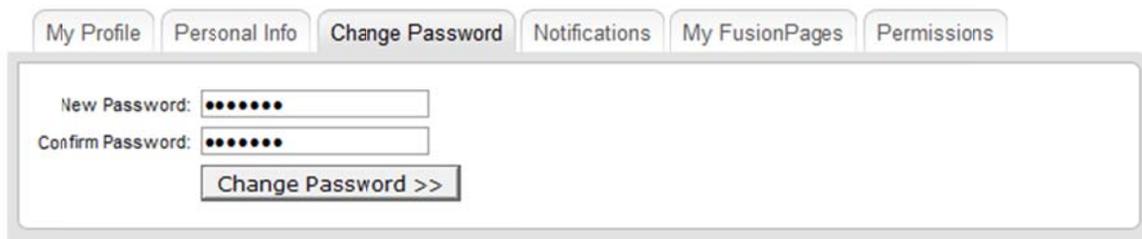
1. Access My Account > Personal Settings.



2. Click the Change Password tab.



3. Type your new password in the New Password field and the Confirm Password field.



4. Click the Change Password >> button. Verify that the password updated.

