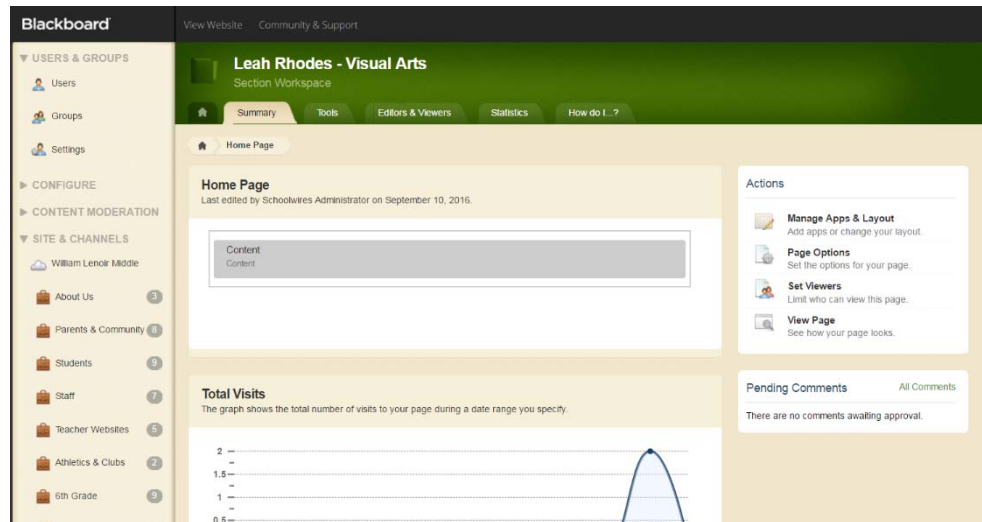


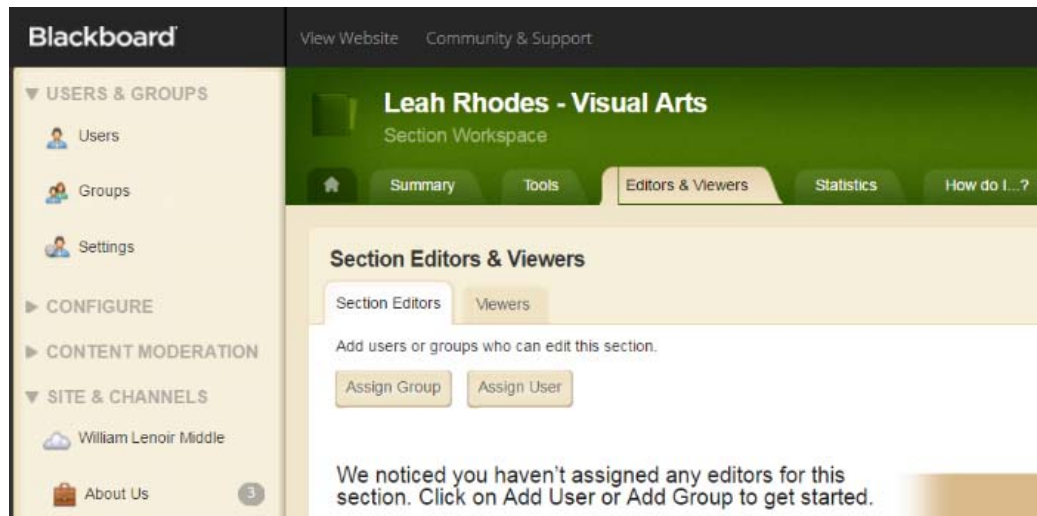
ASSIGN USER EDITING RIGHTS TO THEIR SECTION

Navigate to the Teacher's section, under the correct Grade Level channel (**Not under the Teacher Websites channel**).

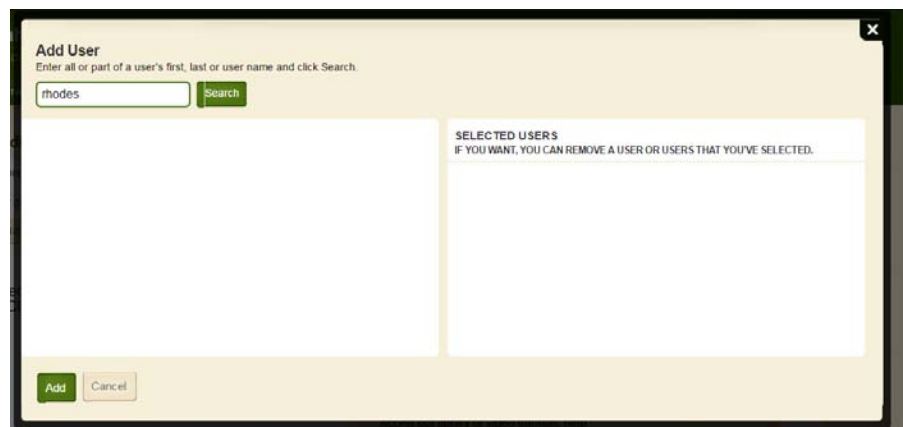
Go to the Homepage of the teachers' section and open it. *(The section area will be green at the top.)*



Now from the top menu, open the **Editors & Viewers** tab. Then under the **Section Editors** tab, select **Assign User**.



Type the last name into the search box and **Search**. *(If you don't find them when you search, that means they don't have a login yet to SchoolWires. Have your staff login to SchoolWires one time to create their account. It won't create duplicates if they already have an account.)*



ASSIGN USER EDITING RIGHTS TO THEIR SECTION

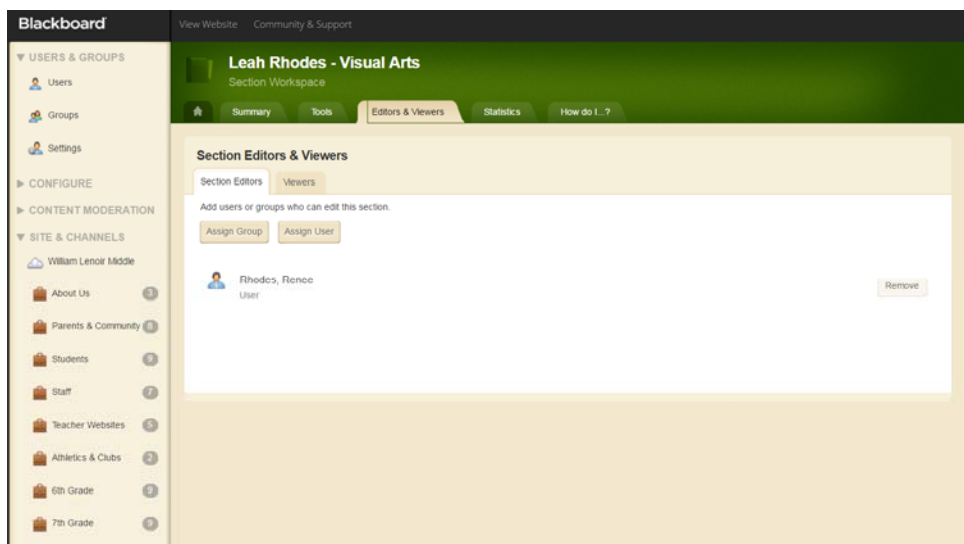


The results will display, make sure to select the correct username (their current A/D login if they have had a name change, etc.)

Click **Select** and it will move the username to the right side of the screen under selected users. Then click the **ADD** button to add them to their section.



That's all you have to do to give them editing rights to their section.



If an incorrect username is listed under their site, just click **Remove**. Then you can add the correct username following the steps above.

Remember, their username must be their Active Directory login.