

Instructions for Accessing the Shoreham Wading River Employee Handbook

STEP 1. Using any INTERNET browser on any computer with INTERNET Access, locate the Shoreham Wading River Central School District website at www.swrschools.org.

You can locate this site from your home computer or from any classroom, library, or computer lab computer on the Shoreham Wading River Central School District (SWR) network.

New users who do not have an SWR Network Account Please see the **Lab Assistant** in your assigned building

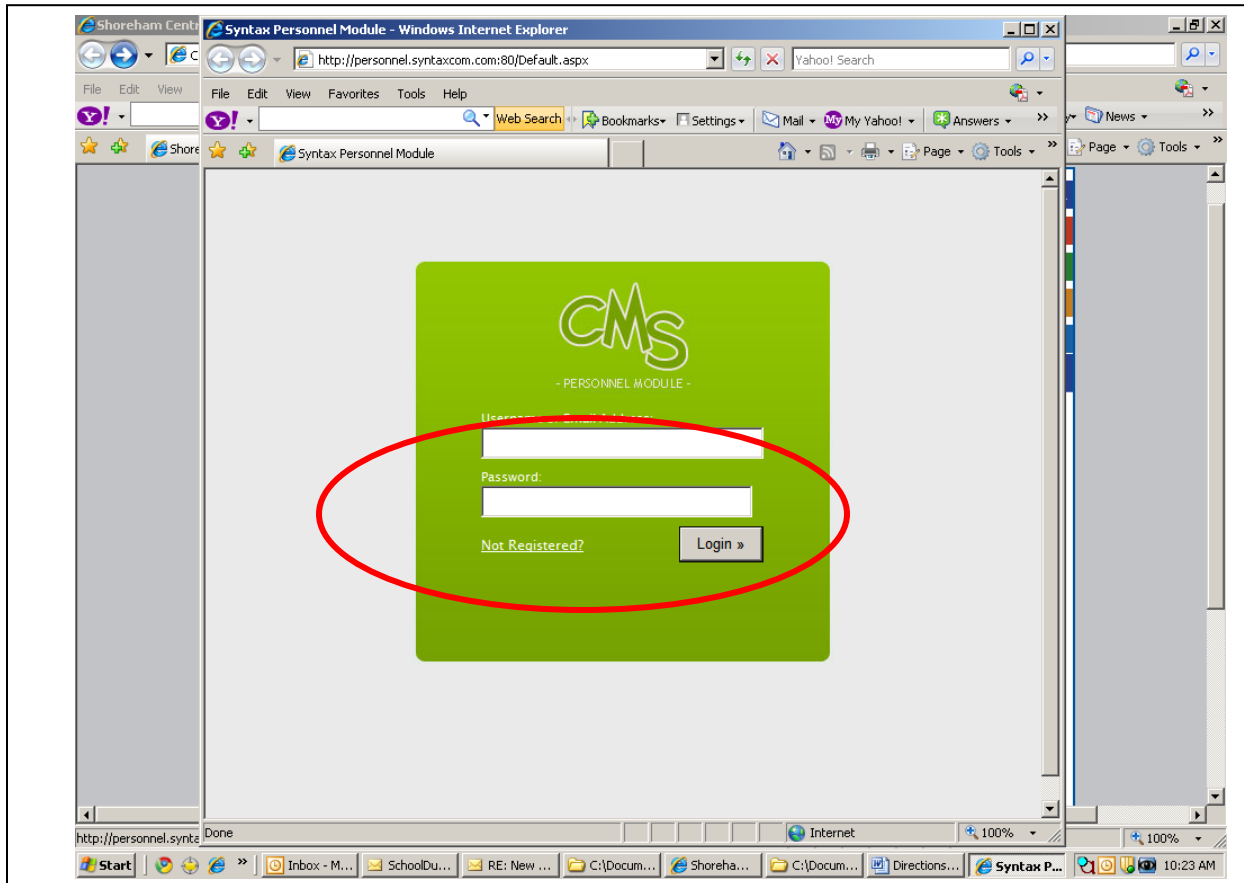
Step 2: From the home page of the district website, select **“Employee Handbook”** link under the **“Staff Resources”** tab. **Click on the Employee Handbook Tab and then Click Here to Login**

The screenshot shows the homepage of the Shoreham-Wading River Central School District website. At the top left is the logo with 'SWR' and the district name. The date 'Wednesday, August 24, 2011' is displayed. A navigation bar contains links for 'Our District', 'Departments & Programs', 'News Items', 'Staff Resources', 'Athletics', and 'Calendars'. The 'Staff Resources' dropdown menu is open, listing 'Infinite Campus Portal - Faculty & Staff', 'Staff Email Access', 'Staff Login', 'Schoolwide Policies', and 'Employee Handbook'. Below the navigation are sections for 'Forms & Documents', 'Sign-up For Eblast!', and 'Contact Us'. There is a photo of a woman and a news snippet about a new principal. Three main content boxes are visible: 'Upcoming Events' with dates from Aug 25 to Sep 6, 'Headlines of the Week' with items like 'An Open Letter to the Shoreham-Wading River Central School District Community' and 'NEW BEGINNINGS FOR THE CLASS OF 2011', and 'Board of Education' with a link to 'Watch the Latest Board Meetings!'. The footer contains contact information: 'HOME | INFINITE CAMPUS PARENT PORTAL | ©2011 Shoreham-Wading River Central School District 250B Route 25A | Shoreham, NY 11786 | Phone: (631) 821-8100'.

This screenshot shows the 'Employee Handbook' page. The header is identical to the previous screenshot. Below the navigation bar, the page title 'Employee Handbook' is displayed in green. Underneath, there is a link 'Directions for the Employee Handbook' and a link 'Click Here to Login' with a blue arrow pointing to the left.

STEP 3.

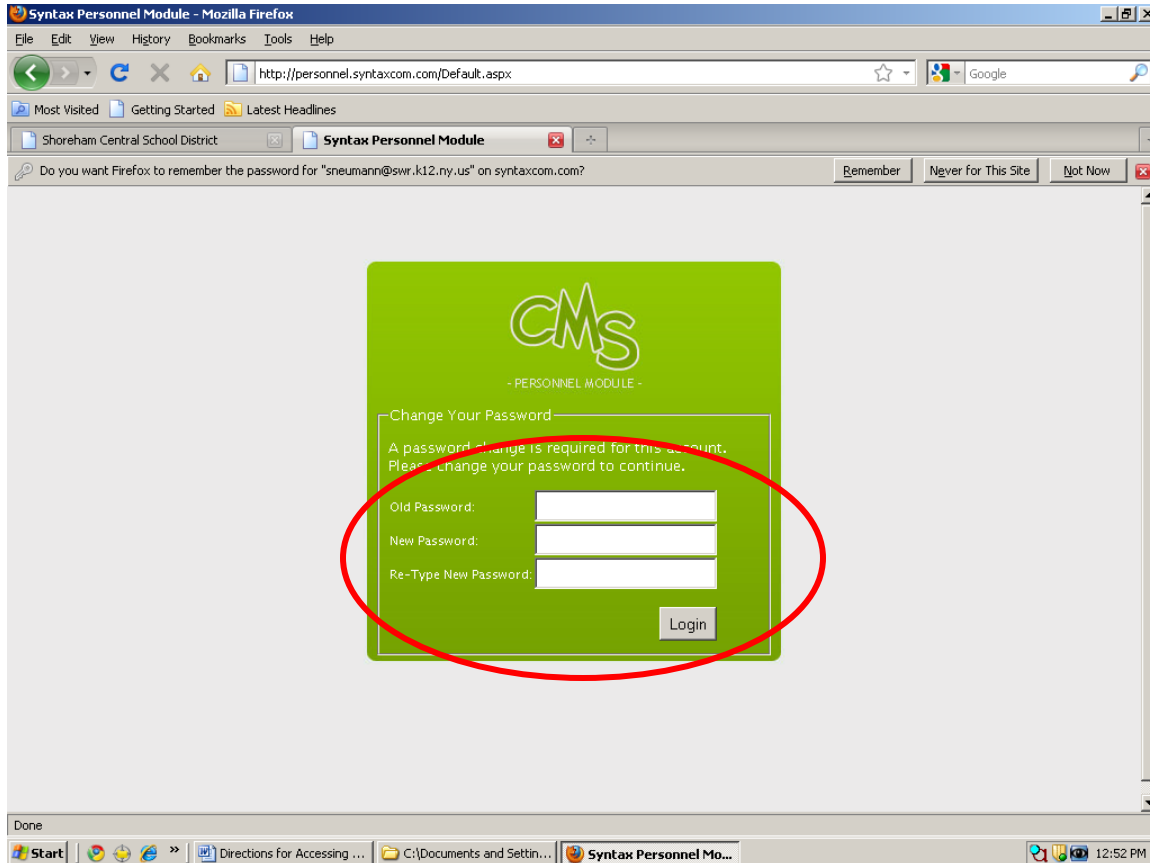
- Enter you USER ID on the CMS Personnel Module Screen.
Your USER ID is your first initial, followed by your last name
For example: *john doe is jdoe*
- Enter the default password “*shoreham*” in the password field and click on the Login button.



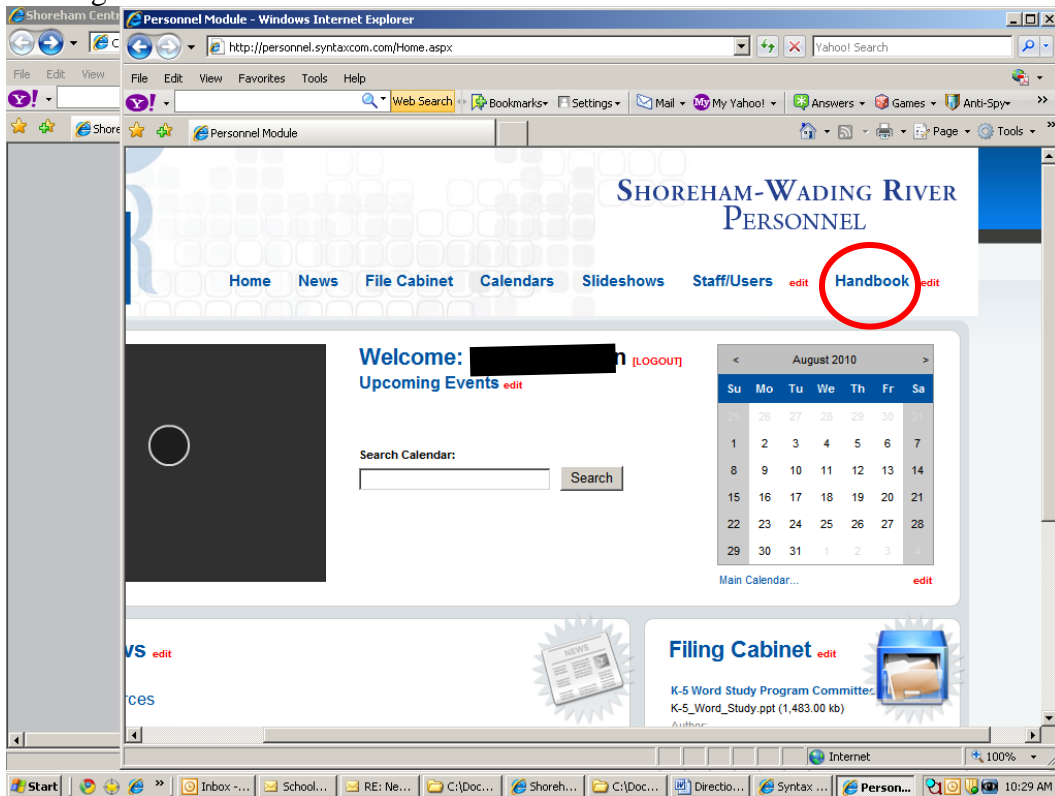
STEP 4.

Change your password.

- Enter the old password “*shoreham*” next to the “Old Password” field
- Enter a new password in the “New Password” field.
Please note that the new password must include at least one number and must be from 6-12 characters in length.
- Re-type the new password a second time and click on the “Login” button

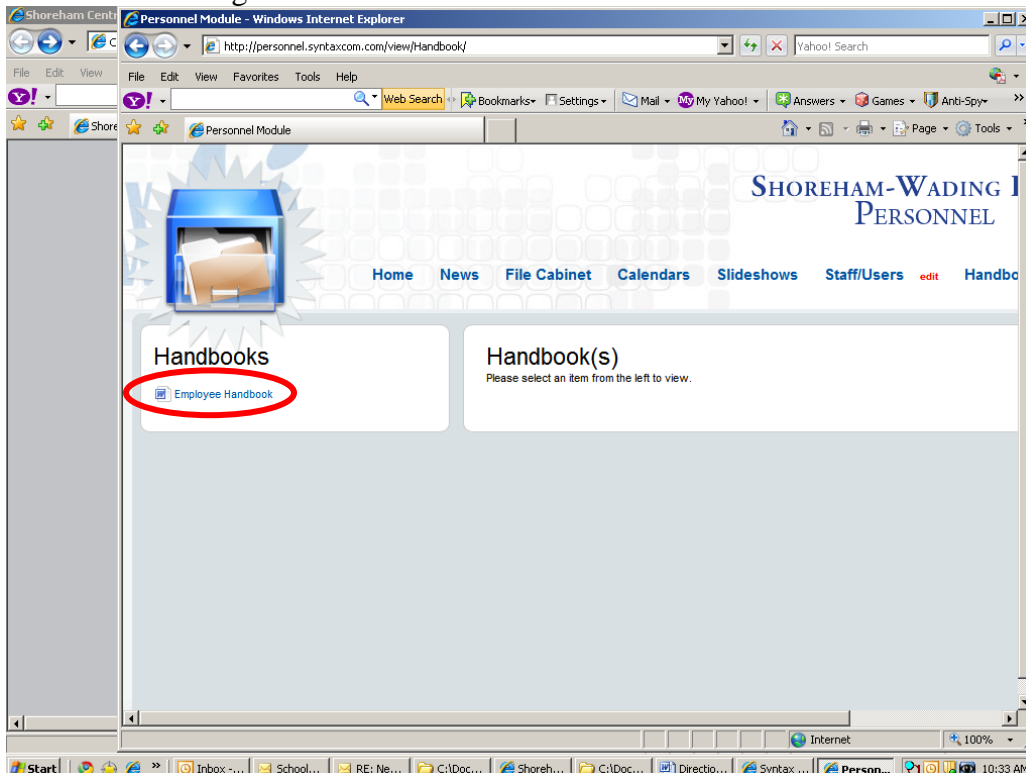


STEP 5. Click on the link “*Handbook*”, located on the top right side of the Shoreham-Wading River Personnel Screen.



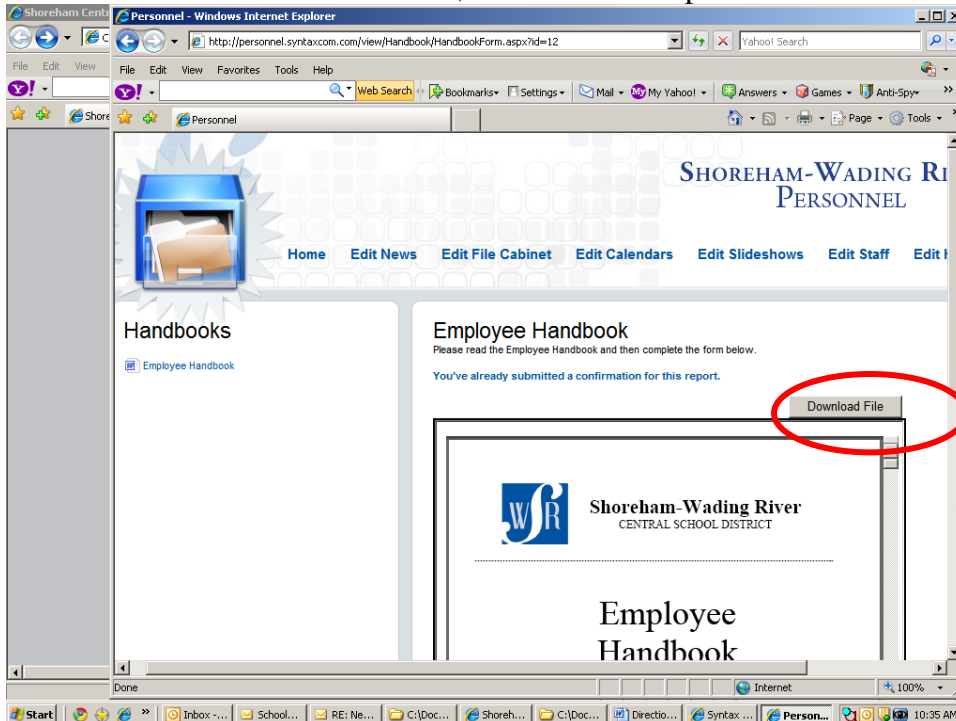
STEP 6.

Click on the “*Employee Handbook*” link, located under “*Handbooks*” on the top left side of the Shoreham-Wading River Personnel Screen.



STEP 7.

Click on the “**Download File**” link, located on the top left side of the screen.

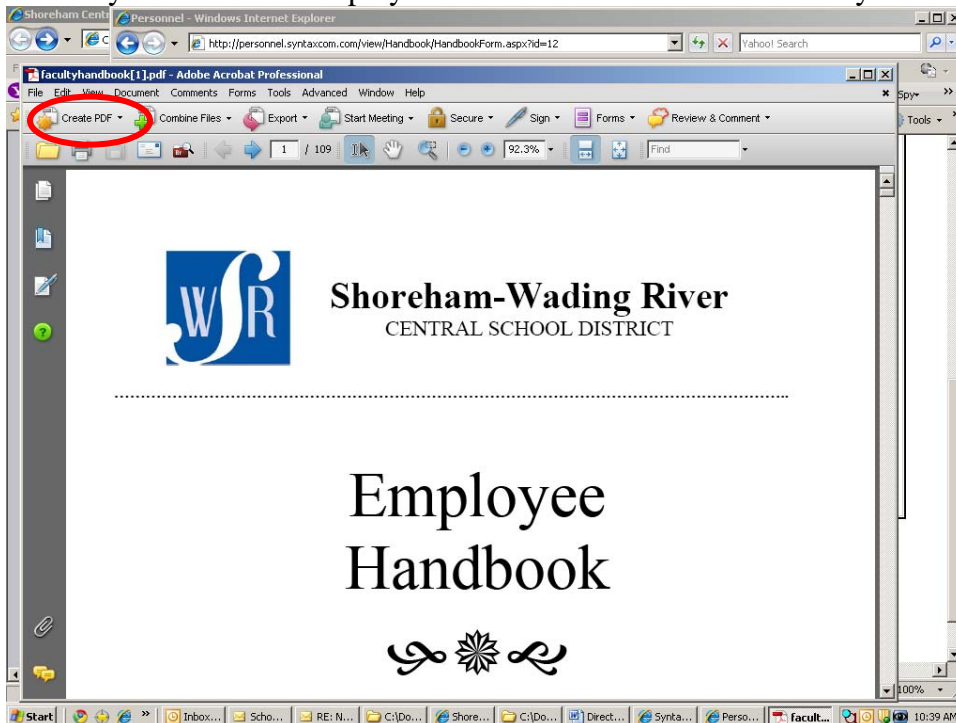


All Shoreham Wading River Employees are required to review the contents of the Shoreham-Wading River Employee Handbook by September 19 2011. Employees are required to abide by these Board of Education policies and acknowledge responsibility to know the contents.

STEP 8.

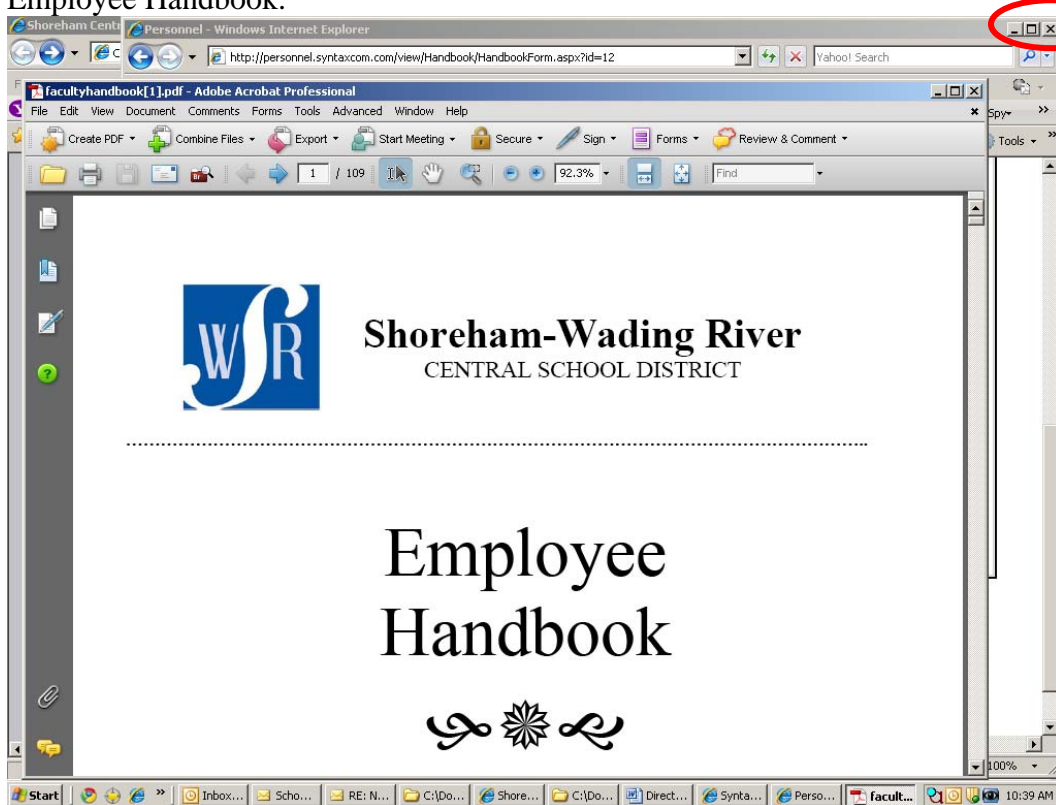
Read the Employee Handbook.

You may also save the Employee Handbook for future reference by selecting File, Save.



STEP 9.

After you have finished reading the Employee Handbook”, close the file - “x” out of the Employee Handbook.



STEP 10.

Confirm that you have read the “Employee Handbook”:

- Click on the “yes” button
- Enter or select the “Date Read” from the pop-up calendar
- Press the “Submit” button.

