

MCSC Websites

We are proud to announce that beginning with this school year, all Merrillville schools are now using our new website design. This new layout allows MCSC to offer increased content and the ability for teachers to create their own website. More information on teacher created websites will be coming soon.

Another feature of our new website provides our staff with the ability to login to the website and view information that the general public cannot see.

For example: When the general public views our main corporation website (www.mvsc.k12.in.us) and selects the Staff tab, they see the following options (Figure 1):

Notice that there are four sections: Staff Resources Home – Calendars – Staff News - Technology.



Figure 1

When a staff member logs into the website, they will now see an added section called Secure Staff Resources. (Figure 2)



Figure 2

This section contains links to the Pinnacle Grade Book, the on-line staff directory, important insurance forms, The Learning Connection and more. We will be expanding our staff-only content in the future. So in order to see all the content on our new website, we encourage you to login when visiting our site.

There is also a secured section in the High School site under Educator's corner.

Procedure to Obtain Username/Password for Our Websites

Access any of our school websites and choose "**SIGN IN**" located in the upper right hand corner of the website. See Figure 3.

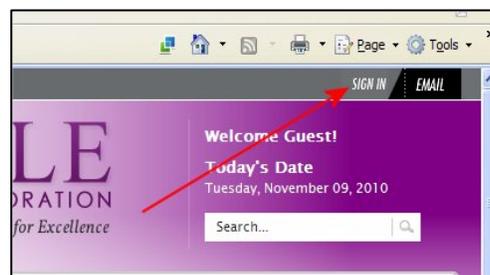


Figure 3

When you click **SIGN IN**, you will see the box to the right (Figure 4).
Click on "**Forgot Sign-in Information?**"



You may visit this site as a guest without registering or signing in. Registered guests, however, have access to features not available to the general public.

Sign-in Name:

Password:

Figure 4

Enter your email address (example: username@mvsc.k12.in.us) and click on **Submit**. (Figure 5)
You will receive an email message that contains your username and password.



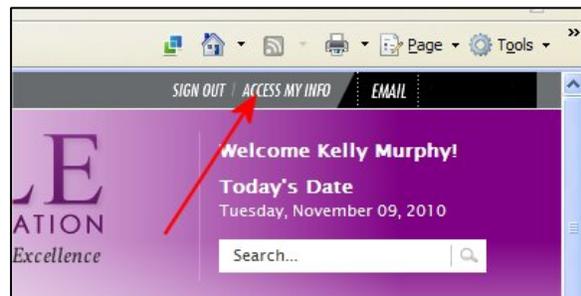
Retrieve Forgotten Sign-in Information
Please enter your email address below and we will send your sign-in information to you.

Email Address:

Figure 5

Once you have received the email containing your username and password, go back to the site and select "**SIGN IN**" and fill in your username and password.

You will probably want to change your assigned password to one of your own choosing. After you are signed into the website, you will now see **ACCESS MY INFO** (Figure 6)
Click on it to take you to your user account.



SIGN OUT ACCESS MY INFO EMAIL

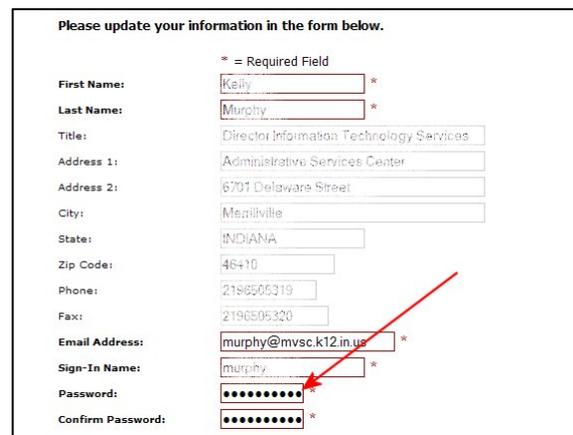
Welcome Kelly Murphy!

Today's Date
Tuesday, November 09, 2010

Search...

Figure 6

You will now see your account information. (Figure 7) Feel free to fill in any information you desire. To change your password, enter your new password in the password box. Type it again in the Confirm Password box and click on Save. You have now changed your password to our website. You may come back to this area at any time to change your password in the future.



Please update your information in the form below.

* = Required Field

First Name: *

Last Name: *

Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Fax:

Email Address: *

Sign-In Name: *

Password: *

Confirm Password: *

Figure 7

Bonus Tip: Access your school email anywhere you have internet access by clicking on the link in the upper right corner of the site called **EMAIL**. Your username is your complete email address and your standard login password.

Enjoy our new website. If you have any suggestions on any additional information you would want to see on our site, send email to webmaster@mvsc.k12.in.us.