

UMRA Updating Teachers & Staff Website Information for Schoolwires

Teachers have available a UMRA form to use for updating, adding or changing their website link for the Teachers & Staff list for the MSD Website.

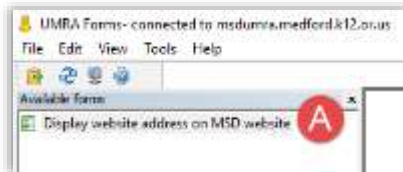


Double-click the *UMRA Forms Computers* icon on your desktop.

Website Address

In this screen, you will see Display website address on MSD website.

- A. Teachers will click on *Display website address on MSD website* link in UMRA Forms Computer Accounts.

A screenshot of the 'Medford Schools Set User Website Address' form. The form has the Medford School District logo and the slogan 'LIVE. LEARN. LEAD.' at the top. Below the logo, it says 'If you are not *South Coquille* please log off and log on as yourself.' The form displays the current website address 'http://www.medford.k12.or.us/Page/1609' in a green box, with a red circle 'B' pointing to it. Below this is a 'Reset to no website' button with a red circle 'C' pointing to it. A text box below the button says 'enter website address in field below and then click on 'Set Address''. Below the text box is a 'Set Address' button with a red circle 'E' pointing to it. A red circle 'D' points to the text box. A red circle 'A' points to the 'Display website address on MSD website' link in the UMRA Forms application window shown in the previous image. A red circle 'B' points to the current website address field. A red circle 'C' points to the 'Reset to no website' button. A red circle 'D' points to the text box for entering the website address. A red circle 'E' points to the 'Set Address' button.

- B. *No Site Set* (or the current set website)

- This area will display the current teacher's web address or No Site Set if an address hasn't been entered yet.

- C. *Reset to no website*

Removes a website from the backend if one is set for this teacher.

- After you click on *Reset to no website*, the field will still display the website on the form. You can close and reopen UMRA to see the change you made.
- Your website link will continue to show under the Staff Directory until the office staff update the page.

- D. *The area to add the teacher's website address.*

1. **Copy and paste the address or type the URL.**
2. **Click on Set Address to complete the process.**

- Your website link will not show on the Teachers & Staff page until the office staff update the page.

- E. *Set Address*

- Loads the teacher's website to the backend for uploading to the Teachers & Staff information.

This is how your website link will be displayed on your school → Teachers & Staff webpage.

The screenshot shows a web interface for a school's staff directory. At the top, there is a navigation bar with links for HOME, OUR SCHOOL, TEACHERS & STAFF (which is highlighted), ACADEMICS, PROGRAMS, and MEDIA CENTER. Below this, a breadcrumb trail reads Home >> Teachers & Staff >> Staff Directory. On the left side, there is a blue sidebar with a 'Staff Directory' header and a sub-link 'Staff Directory'. The main content area features a table with the following columns: Name, Job Title, Email, Phone, and Website. An 'Edit' icon is located at the top right of the table. The 'Website' column contains a link that is partially obscured by a scroll bar. A red box highlights the 'Website' column header, and another red box highlights the URL 'https://www.medford.k12'. A third red box contains the text 'Use the scroll bar to view the whole URL.' with red arrows pointing to the scroll bar. At the bottom left of the table, there is a small icon and the number '23'.

Name	Job Title	Email	Phone	Website
				https://www.medford.k12