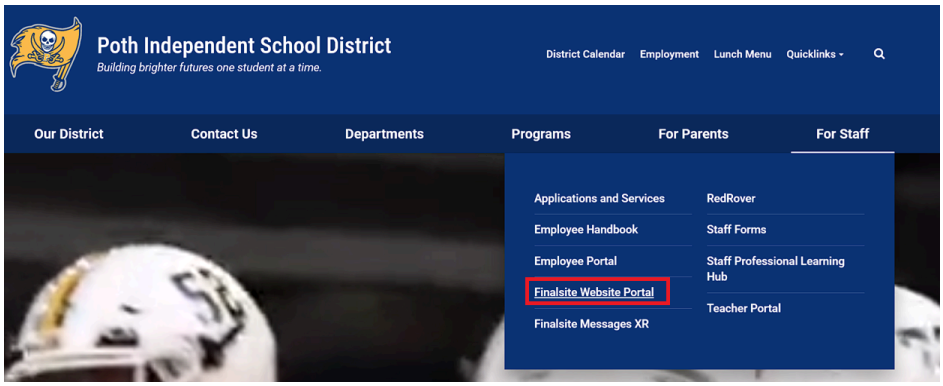
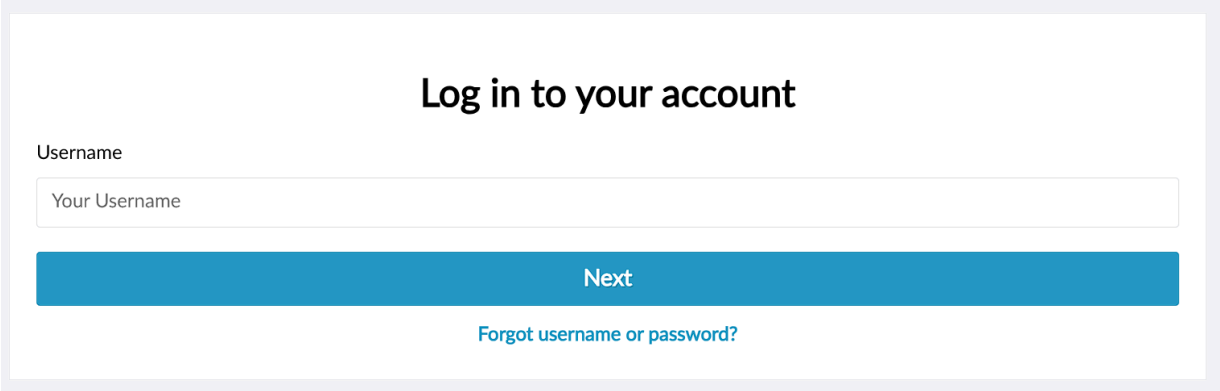
Poth ISD Website Login Instructions

To make changes to your website profile and/or edit assigned pages on our website, log in using the directions below:

1. Go to our website https://www.pothisd.us
2. Under the "**For Staff**" menu, select "**Finalsite Website Portal.**"

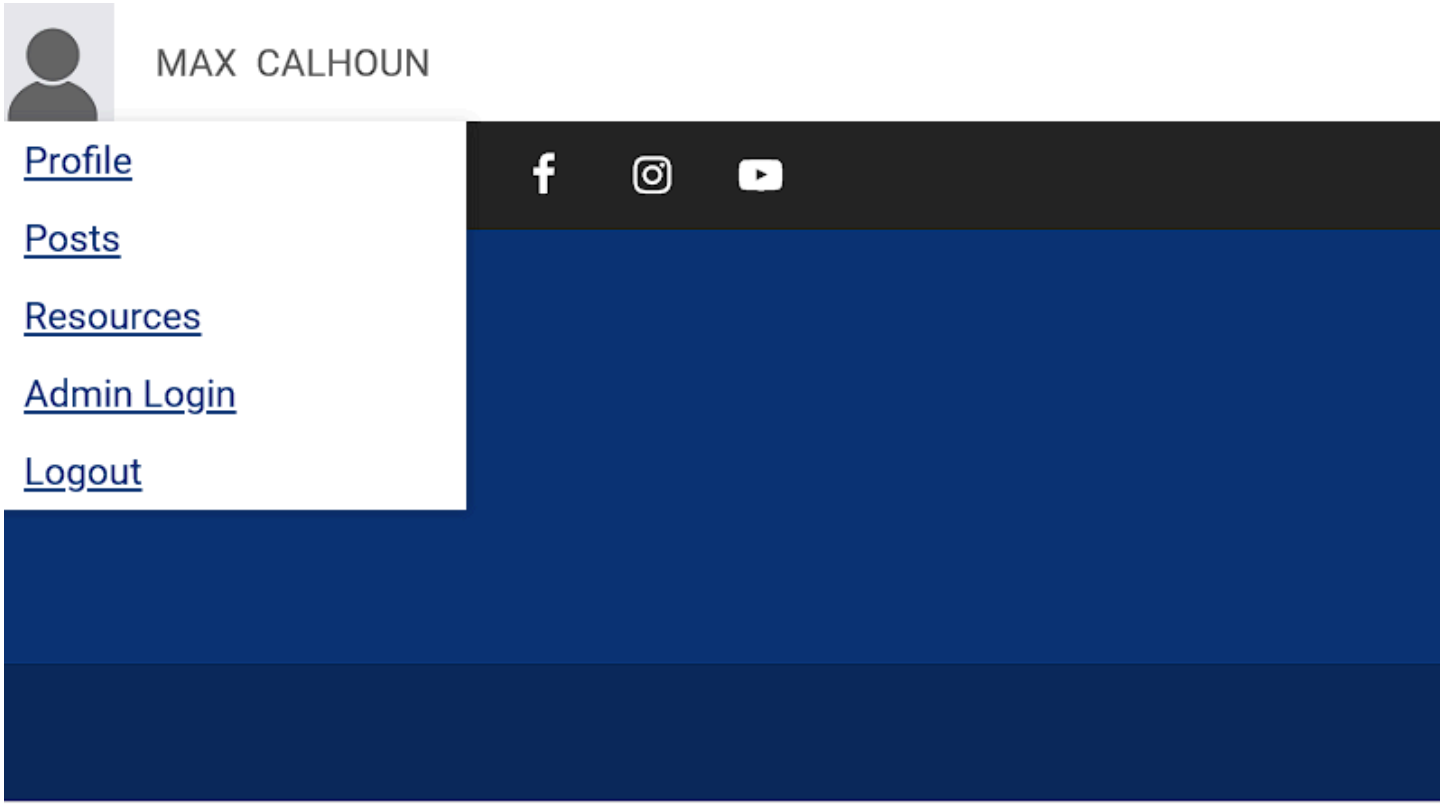


3. Enter your school email address in the **Username** field and select **Next**.



4. On the pop-up window, select your **Poth ISD Google account**

5. Once logged in, hover over your name in the upper left-hand corner of the website to display the menu shown. *The menu shown may vary depending on your access.*



Profile - The profile shown on the website under the staff directory
Posts - Used to make posts on the website (campus secretaries and administrators)
Resources - Add resources (images, PDFs, etc.) to be used on website pages.
Admin Login - Edit pages on the website (campus secretaries, department heads, administrators)