

## Teacher Access Instructions

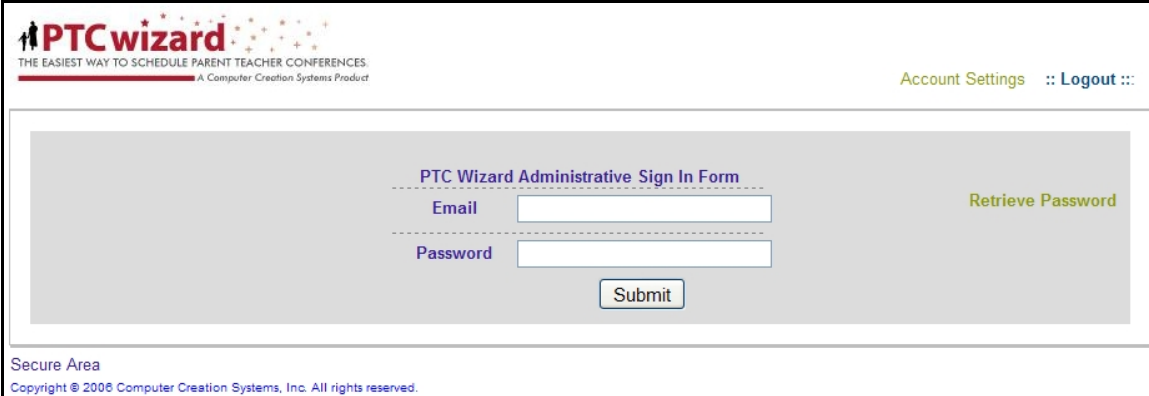
This document is meant to describe the teacher access module of the PTC Wizard. We will explain how to connect to the system, obtain a temporary password, and log into the system. Afterwards, we will explain how a teacher can see his/her schedule and print it out.

If you do not know your password, then click the “Retrieve Password” link.

### The login screen:

Using a web browser such as Internet Explorer or Mozilla Firefox, visit the special URL (web address) provided by your school. The URL will look something like this: <http://yourschool.ptcwizard.com/admin>, where “yourschool” will be replaced with something provided by your school.

Upon connecting to your school’s PTC Wizard account you will see a login screen:



The screenshot shows the PTC Wizard Administrative Sign In Form. At the top left is the PTC Wizard logo and tagline. At the top right are links for "Account Settings" and "Logout". The main form area contains the title "PTC Wizard Administrative Sign In Form", two input fields labeled "Email" and "Password", a "Submit" button, and a "Retrieve Password" link. At the bottom left, it says "Secure Area" and "Copyright © 2008 Computer Creation Systems, Inc. All rights reserved."

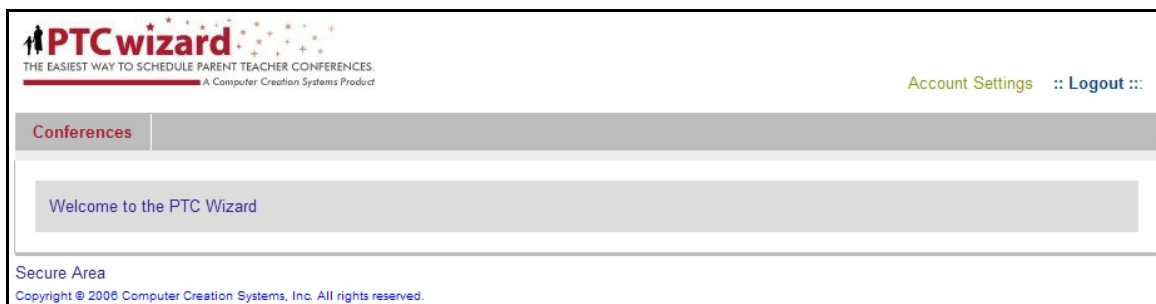
If you do not know your password, then click the “Retrieve Password” link.



After you click the retrieve password link, you will be asked to enter your email address. If your email address is found in the system, your password will be emailed to you immediately.

If you know your email address and password, enter them into the appropriate boxes on the login screen, and click Submit.

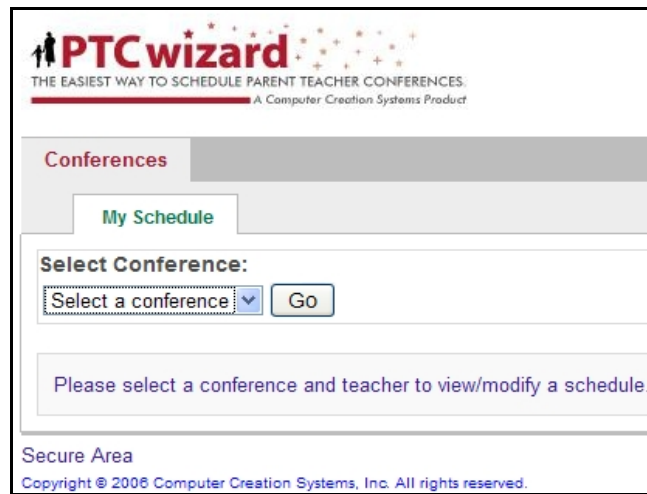
Upon successfully logging into the system you will see **the welcome screen:**



If you click on the Account Settings link (top right, next to the Logout link), a page displaying your name, email address and a description of the class(es) you teach will appear. There is also a blank field for password. If you want to change your password, type your new password into the Password text field. Otherwise, leave that field blank. For your security, the characters of your password will be hidden as you type them. Once you are finished modifying your information, click the update button to save any new information.

The Conferences section is where you can view your schedule for any conference that you have been invited to attend.

In the conferences section there is a drop down menu with a list of conferences to choose from.



After selecting a conference and clicking the Go button, your conference schedule will appear. You can view your schedule on screen, or print it out by clicking the “Click here to print this schedule” link in the top right corner of your schedule.

If you are scheduled to attend more than one conference, there will be more than one conference to choose from in the drop down menu. To view your conference schedules individually, simply change the conference selected in the drop down menu, and click the Go button.

Do not forget to log out of the system when you are finished looking at your schedule. The Logout link can be found in the top right corner of the page.