

## Logging In

Go to: [iste.campusk12.com](http://iste.campusk12.com)

You do not need to type the <http://> or the [www](http://www).

Type in your USER ID and Password

It is not case sensitive – uppercase or lowercase works

If you forget your password, click on the Forgot Password link and type in your email address.

Your password will be sent to you.

## Getting Help

There are three ways to get help

1. Quick Tips – on every screen, at the top, is a quick tip for that page.
2. Help – also, on every screen, at the top is a Question Mark icon – click on this icon to get further help if Quick Tip isn't enough.
3. Contact Help Desk – on the Help screens, there is a link titled: "Contact Help Desk". Click on this link and you can send an email to the Help Desk support person.

## Editing Your Profile

Click on the Profile Information "button" to edit your profile. On this screen, you can change your personal information, including your USER ID and Password. When changing your user id, remember that it must be UNIQUE; it can not be the same as any other ID.

You can edit your biography by clicking on the "manage bio" button.

## Learning How to Use Your Online Community

You have been assigned a course called, "Orientation to Campus K12". Here is how you get to it:

1. Click on Learner
2. Click on My Development Plan
3. Click on Take Learning
4. You will see under Assigned Learning Plan, the class.
5. Click on the name, "Orientation to Campus K12"
6. You will see the class details – showing the modules and activities.
7. Click on any of the activities and follow the directions

## Using Discussion Boards

1. Click on Communication Center
2. Click on Discussions
3. Click on the name of the Discussion Board
4. Click on the name of the Thread – then POST a Reply
5. OR – add a NEW message
6. OR – add a NEW thread