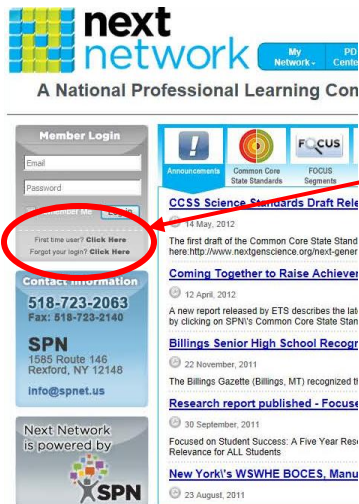


All staff is entitled to have access our website and the services provided through your school's membership. It is important to register all new users as soon as possible for individual log information and to add staff to the Next Network mailing list. Schools can register their staff through the new user option on the website or by providing the information to SPN staff who will set you up.

Registering New Users Online:



Step 1: Visit www.nextnetwork.org and click "First Time User? **Click Here**"

Step 2: Complete Individual User profile information. Be sure to include the following information.

School District: Sweetwater Union High School District

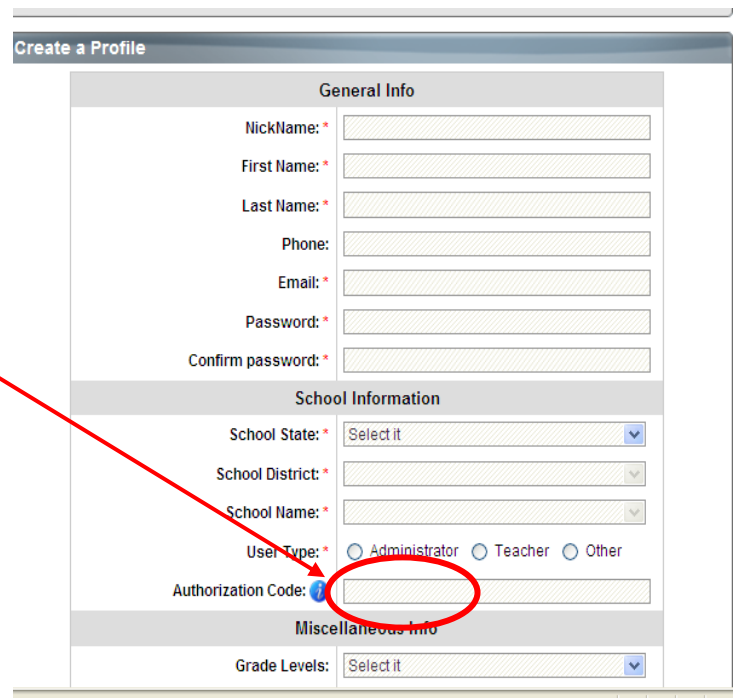
School Name: Otay Ranch High School

Authorization Code: **Ask Juan Ramirez for code**

The authorization code is required for immediate access. Access will be delayed if it is not included. See your school

Once the user has submitted their form, an approval/activation message will appear on the screen.

Log onto the site using the E-mail address and password you have selected and begin to use the site!



Create a Profile

General Info

NickName: *

First Name: *

Last Name: *

Phone:

Email: *

Password: *

Confirm password: *

School Information

School State: * Select it

School District: *

School Name: *

User Type: * Administrator Teacher Other

Authorization Code: *

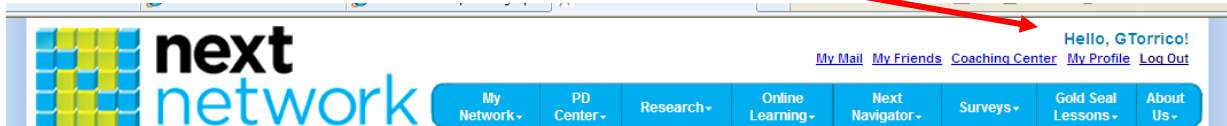
Miscellaneous Info

Grade Levels: * Select it

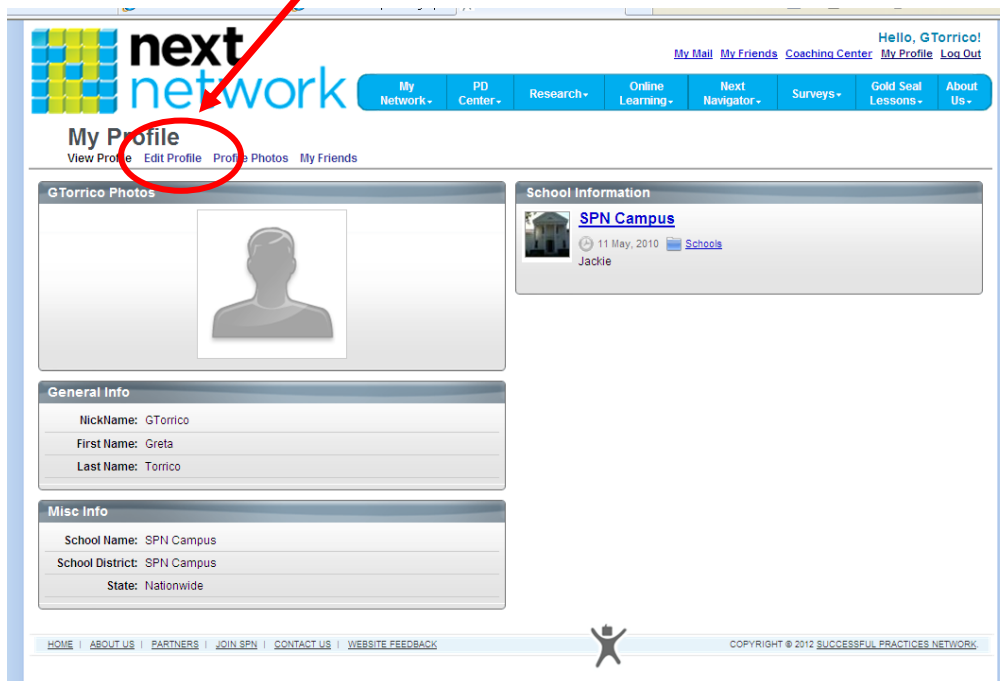
Getting Started

Update Personal Profile: Users can update their personal information (password, position, etc) on their personal profile.

Step 1: *Click on My Profile*



Step 2: *Click on Edit My Profile.* This will direct the user to the page where they can update their personal information as well as change their password.



Please refer to the Tools for Instruction sheet for a description of our resources and services and their location on our site.