

HOW TO ACCESS THE INTRANET

To access the Intranet, you must login and set up your password (upon first-time access).

1. Click on the user options link at the top right.

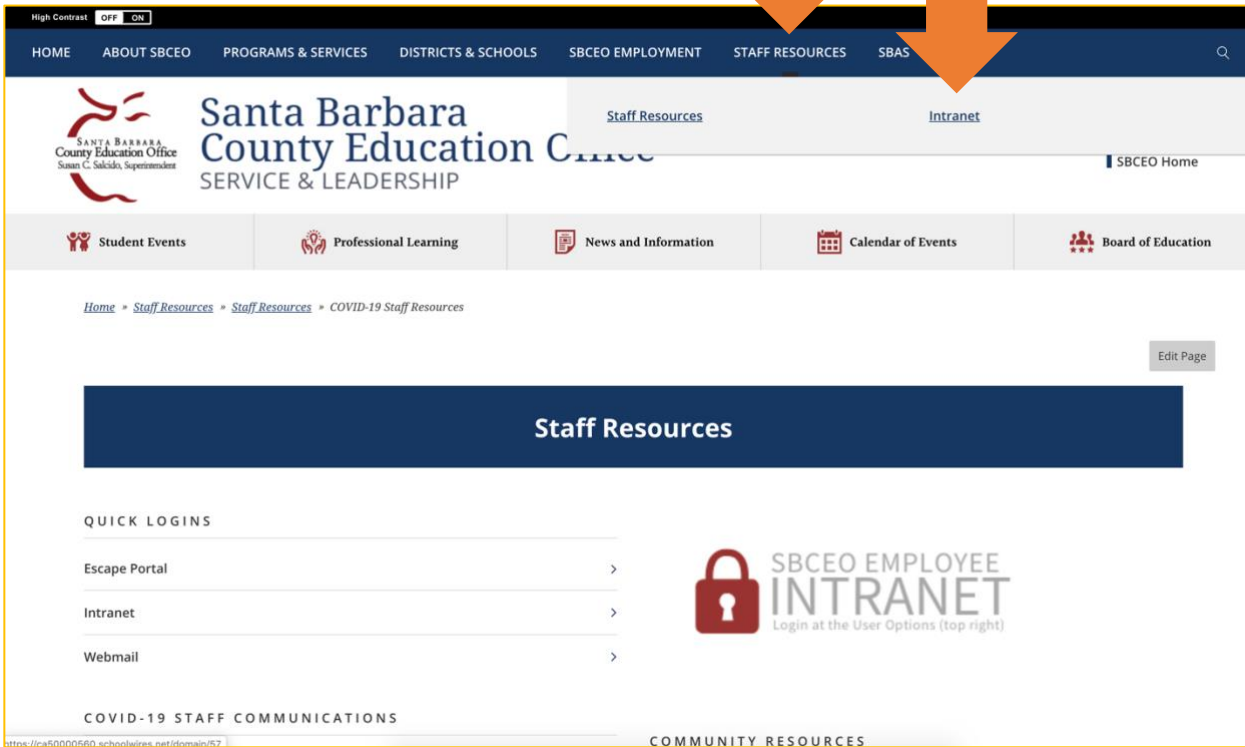


2. Once you click sign in, you will be brought to a screen like the one below. Enter your user name. In most cases your user name will be first initial last name as shown in the example (without any spaces.) A few employees share the same first initial and last name. If this is the case for you, your user name will be your first name and last name (without any space). Individuals who fall into this category will receive a specific email from Valerie Cantella.

The image shows the login page of the Santa Barbara County Education Office website. At the top is the same header as in the previous image, including the logo and navigation links. Below the header is a row of five menu items: Student Events, Professional Learning, News and Information, Calendar of Events, and Board of Education. Below the menu items is a 'Home' link with a right-pointing arrow. The main content area has the heading 'ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.' followed by a small note: 'You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.' There are two input fields: one for 'User Name:' with the example 'vcantella' and one for 'Password:' with a masked password '*****'. At the bottom of the form are two buttons: 'Sign In' and 'Forgot My Password'.

3. The first time you sign in, click “FORGOT MY PASSWORD” and the system will send you a notice to reset your password. Once you receive that notice and set your password. You can simply login.

4. Once you are logged in, hover over Staff Resource and click intranet or go to <http://www.sbceo.org/intranet>.



5. If you have questions on the intranet or website overall, please contact webmaster@sbceo.org.