

# Zumu Quick Reference Guide

## Login

### Step 1 - Login

Go to your school's website.

[www.schoolname.org](http://www.schoolname.org)

At the end of the address line, type **login**  
(You may just have numbers, just  
login the same way)

[http://www.schoolname.org/school/\\_login](http://www.schoolname.org/school/_login)  
[http://99.999.999.999/school/\\_login](http://99.999.999.999/school/_login)

You will be at the login screen.

Enter your login name: (typically this is your first initial and last name, e.g., **jsmith**)

Enter your password: (the first time you login, your password is the same as your  
login name, e.g., **jsmith**)

You must change your password immediately.

Enter your initial password (e.g, **jsmith**)

Create your new password. It must have **at least** six characters,  
**one number**, one **capital letter** and one **lower case letter**.

Write your login name here: \_\_\_\_\_

Write your password here: \_\_\_\_\_

**DO NOT LOSE THIS PAPER!**

Once you are in your classroom, or at home, you may bookmark the login page. You will then enter your login name and password whenever you would like to change your web page.

### Step 2 – Find Your Pages

Find your school and your class. Once you find your name, you should see MANAGE in the top grey bar. You will also see red **ED** buttons on your page. If you don't, let us know. If you see more than one **ED** button, that's OK. Just remember to always click the **BOTTOM** **ED** to edit your page.

### Step 3 – Start Editing Your Pages

If you have one **ED** button, click that.

If you have two **ED** buttons, click the one towards the end of the page.

You will go to a new screen. You can change anything within the dotted lines.

The bar at the top of the page allows you to change font colors and sizes, as well as doing basic editing features.



When you are done making your changes, click the SUBMIT button at the top of the page.

**Congratulations! You have just posted your first web page!**