EZTask Titanium

1-2-3 Quick Start Guide

My username: _____

My password: _____

Website: schools.brenhamisd.net/edit
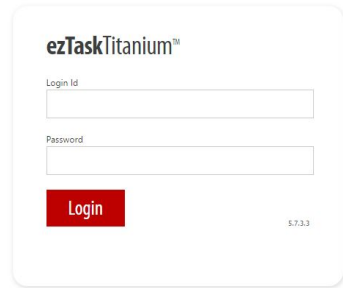
My administrator:
Jessica Johnston, BISD Director of Communications
jjohnston@brenhamk-12.net, 979-277-3700

Notes:

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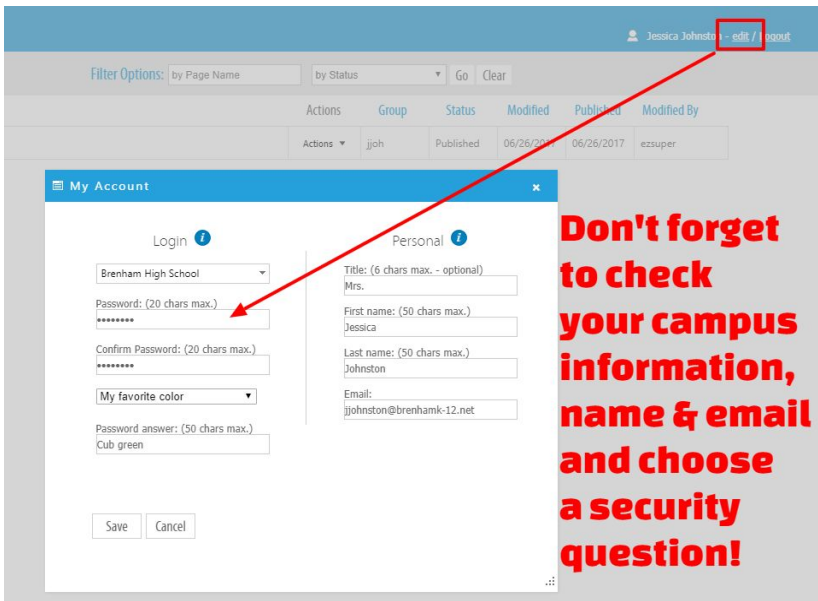_____

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Step 1: Log In

1. Open Chrome and navigate to **schools.brenhamisd.net/edit**.
2. When the login page appears, enter your username and password, and click Login.
3. Upon successful login, you will be directed to the Project Manager.

Helpful Tips for Logging In

- Your username is the same as your BISD email username (ex: jjohnston - <u>do not</u> use the @brenhamk-12.net).
- If you are logging in for the first time, use the default password - **welcome2bisd**.
- Update your password when you login. Make it easy and use your BISD Gmail password - less to remember!
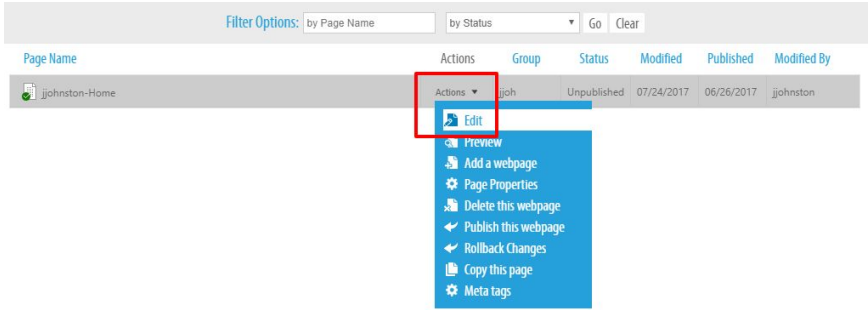
How to Change Your Password

Step 2: Update Your Home Page

You will log directly into your Project Manager. The Project Manager is your control center for all of your pages. Your new Titanium account comes with a default home page.

Please make sure your home page has the following REQUIRED information:
- Profile picture, name, phone number/extension, email address, teaching assignment, conference time

You may also want to add information like:
- Blog address, Twitter handle, Remind101 information, and class schedule
- Short biography, including your certifications, credentials and where you attended college

You are welcome to add additional pages, but you must AT LEAST have a home page with the required information above.

AVOID PLAGIARISM!

If you are linking to or using information that was not created by you, you MUST include proper citations and copyright notices on all of those materials.

Step 3: Save & Publish

When you have added all of your necessary information, don't forget to click 'Save Changes' in each content zone and 'Publish this page' under Options.
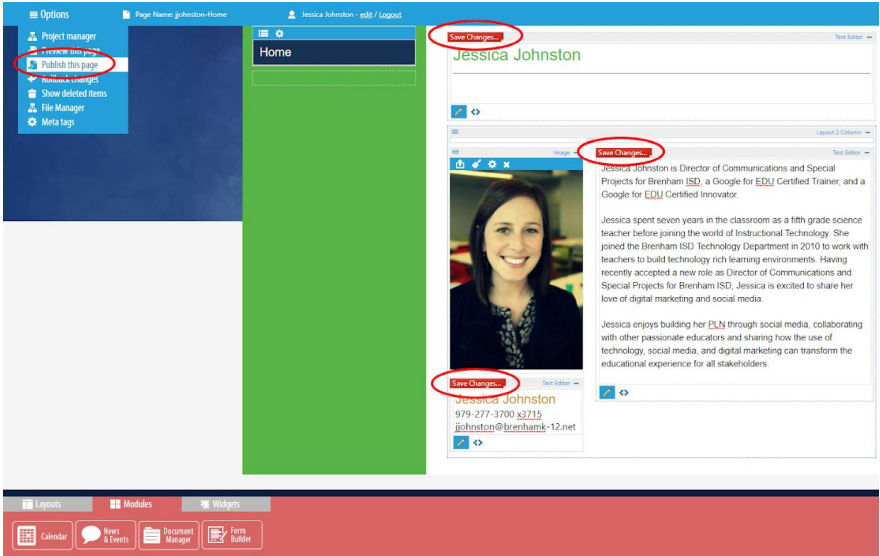
Where to go for help?

You can find help documentation at the bottom of your Project Manager or contact Jessica Johnston for one-on-one training.