

# LHS Website – “How to” Guide 3

This document will take you through the process of loading the Bulletin onto the website.

First you must log on using the username and password you were issued.

- Log into the LHS website user login page using <http://custweb03.vws.ifl.net/~r35864//wp-admin/>

1. Click **Posts**



2. Click **Add New**

3. In the box showing “Enter Title Here” type “Pupil Bulletin” or Staff Bulletin” over

4. You could type the Bulletin directly into the **Add Media** box or Cut and Paste the Bulletin content from a pre-prepared document into the **Add Media** box

At this stage you should scroll through the document to check the formatting is correct and make any changes necessary.

5. The Staff Bulletin should not be accessible by pupils so it must be password protected. To do this click on the **Visibility** option to allow you to then click on the bullet, “**password protected**”. Type the password, “**staffonly**” and click “OK”



6. Click **Publish**

