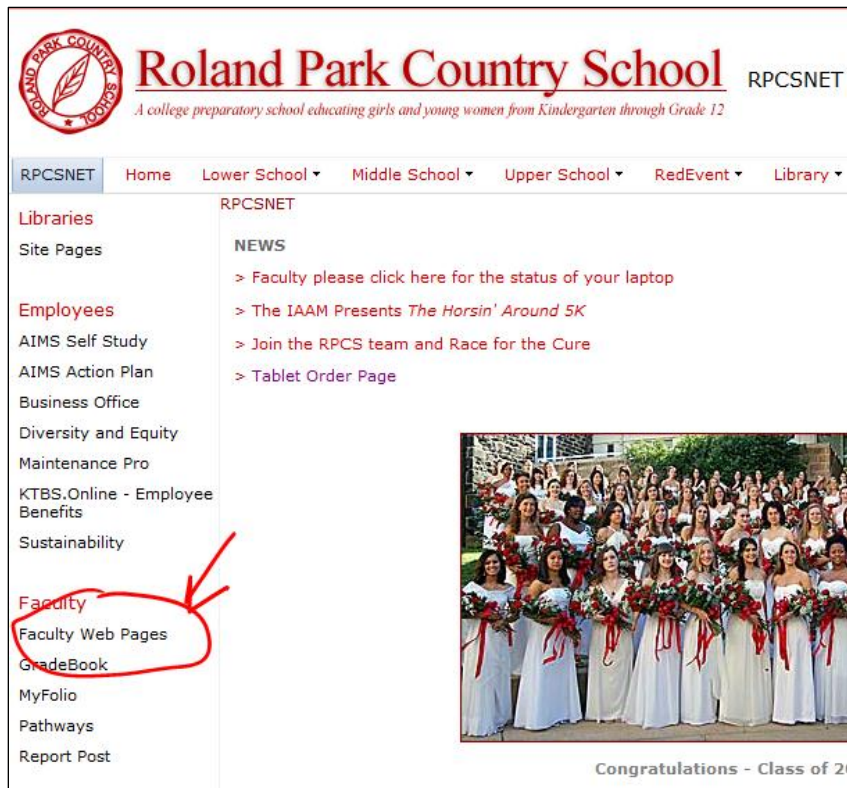
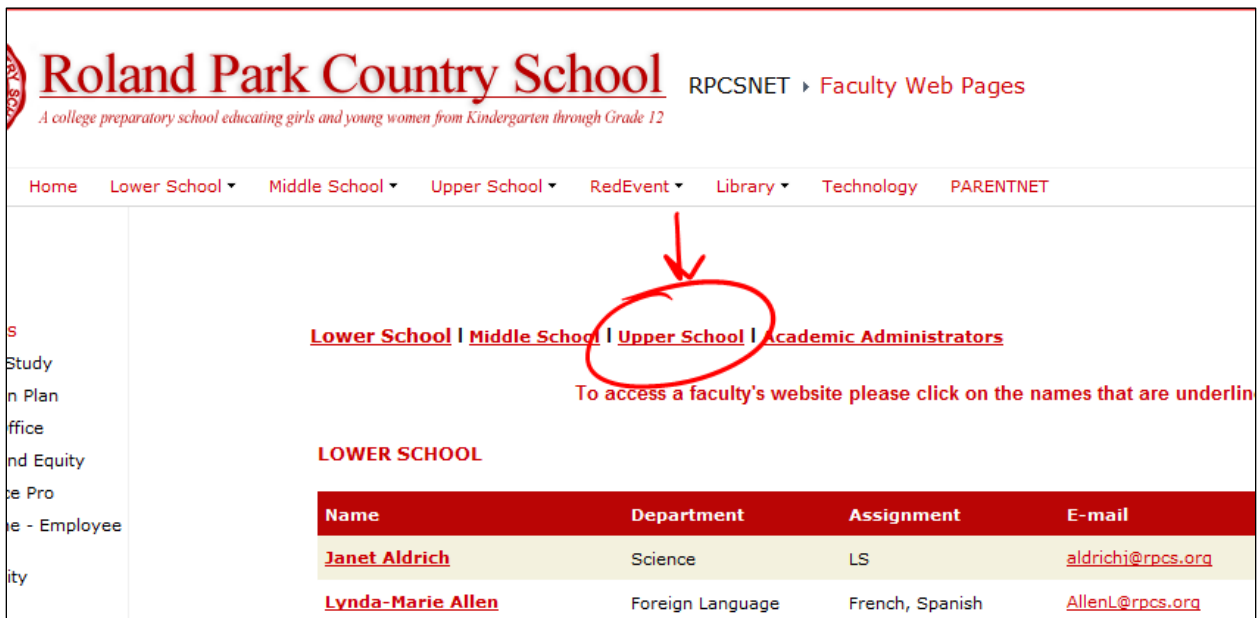


Quick Guide to Accessing Teacher Websites at RPCS

1. Make sure you have submitted your signed AUP (Acceptable Use Policy) and received a username and password.
2. It is best to use **Internet Explorer** as your web browser. If you are using a Mac, the **Safari** browser works as well.
3. Open your web browser and type in the address of your teacher's site.
4. If you don't have the address, go to <http://sp.rpcs.org/rpcsweb/home/Pages/RPCS%20homepage.aspx> and click on the link the left menu that says "Faculty Web Pages" (see image below)



5. On the next page, click on the link that says "Upper School." (see image below)



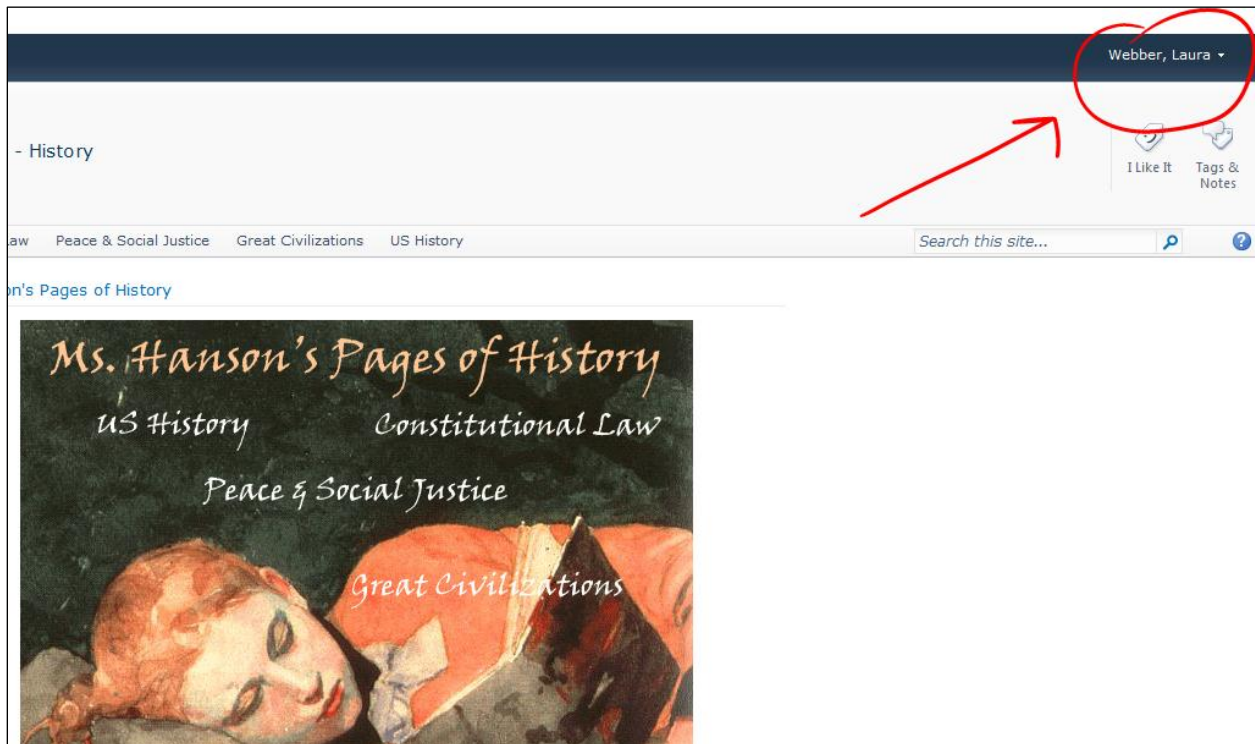
- Find your teacher's name in the alphabetical list and click on it.
- If your teacher's website does not open right away or you get an error, you probably need to login.
- If a login window automatically appears, type your username and password in the appropriate boxes.
- If it doesn't work, try typing "rpcs\" in front of your username, like this:

Username: rpcs\petersdale

Password: *****

(Type your password as you normally would)

- Check the top right corner of your teacher's site to see if you are logged in by verifying if your name has appeared. (see image below)



- If, after trying the above, you continue to have problems, please email Ms. Webber, US Technology Coordinator, at webberl@rpcs.org.