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## The 30-Minute Website for Teachers<sup>TM</sup>

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### Welcome District Administrator

Welcome to the 30-Minute Website for Teachers and thank you for your purchase! The information enclosed in this letter will give you the initial direction you need to start configuring 30-Minutes for your district.

As the District Administrator for the 30-Minute Website for Teachers, your role is to set up all school accounts for your district. All configuration and maintenance for each school's teacher websites are done in the Administrative Module by either you or the School Administrator. You, the District Administrator, will need to set up each School Administrator account so that they can access their tools to begin setting up their participating teachers.

To access the Administrative Module, go to the website address below:

[www.os4e.com/30](http://www.os4e.com/30)

From here, log in with the following information:

UserName:  
Password:

Remember to select the radio button next to *District Administrator*. Select the Login button when you have finished entering your information.

**Note: The UserName and Password are case sensitive and should contain no spaces.**

This login information is for your eyes only and should be guarded. As the District Administrator, you can change your password as often as you like, but you cannot, however, change your user name.

Now you are ready to begin creating school accounts and editing your district information. Please refer to the *District Administrator User Manual* for complete instructions. You can find a copy of the manual on the CD included in this Welcome Packet or you may download this document at: [http://www.os4e.com/support/user\\_manuals.html](http://www.os4e.com/support/user_manuals.html)

Should you have any questions or encounter any technical issues, please contact us at [support@os4e.com](mailto:support@os4e.com) or you can access our online support section at [www.os4e.com/support](http://www.os4e.com/support).

Thank you!  
The OS4E Team