

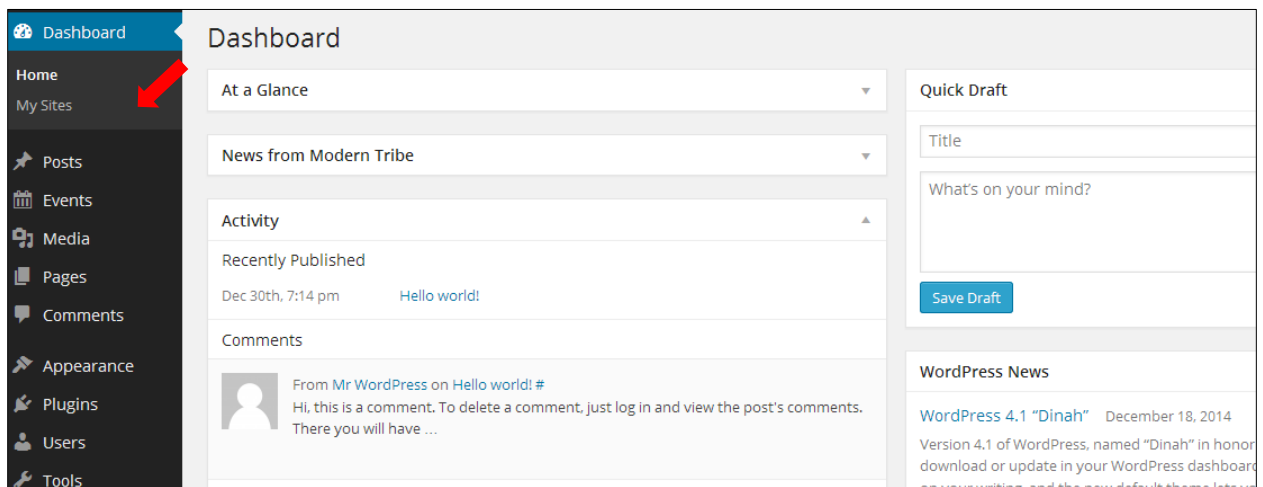
Requesting an FCPS Site/Blog

To create or manage your website, you have to first login:

1. From a browser window, enter <https://blogs.fcps.net/>.
The following screen is displayed.



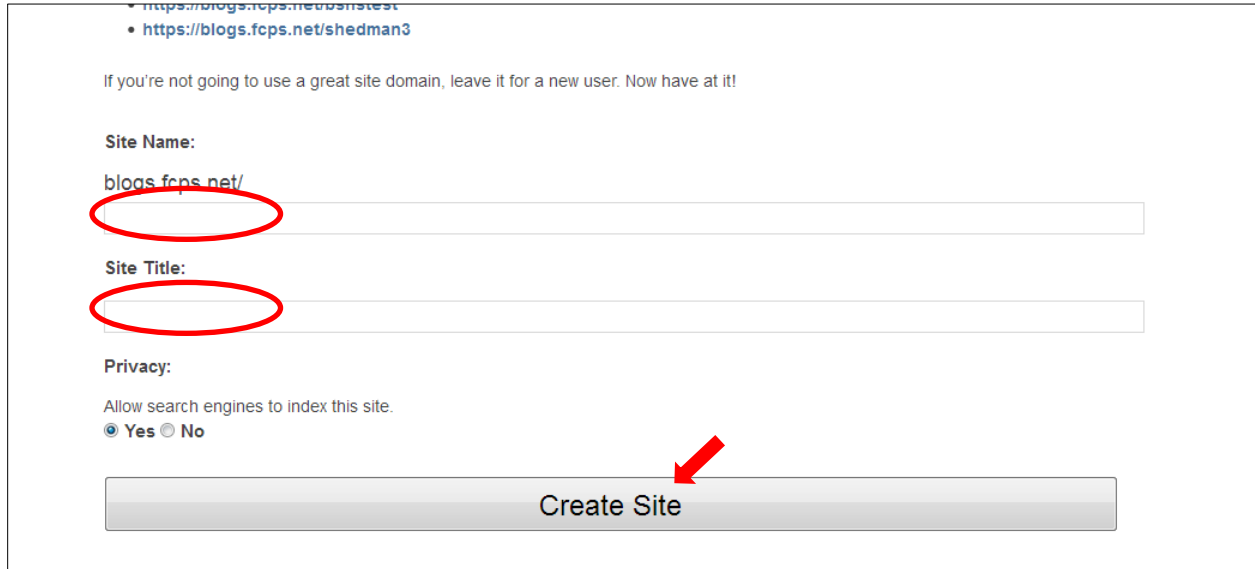
2. Click on Login to Your Wordpress Site.
3. Enter Username and Password. Use your FCPS email address and password.
You will be logged in and a screen similar to the following will be displayed.



4. Click on My Sites.



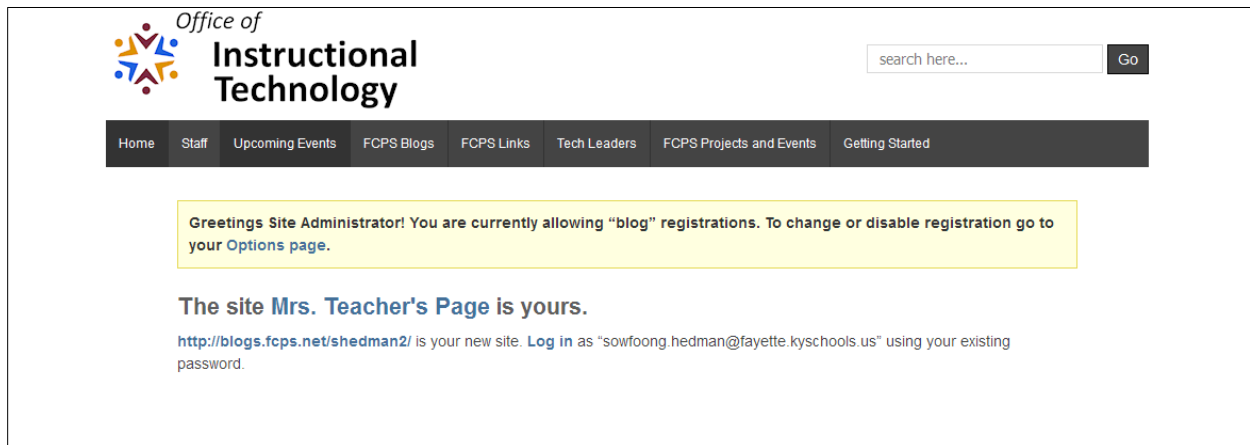
5. Click on Create a New Site.



6. Enter Site Name and Site Title.

The Site Name will be used in the address of your site e.g. If your site name is jsmith, the URL of your site will be <http://blogs.fcps.net/jsmith> .

7. Click Create Site.



Before you can see your Site when you login, the Site has to be activated by the FCPS Wordpress Administrator. You will get a notification email after your Site has been activated.