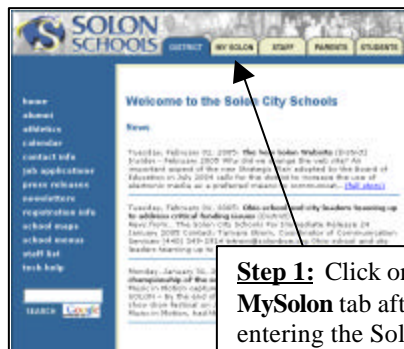


# Solon City Schools: MySolon Feature

**MySolon:** A feature of the solonschools.org website. Allows a user to personalize the school(s), calendar(s), and Internet Links the user views each time they enter the Solon Schools website.

All the familiar features of the Solon Schools website continue to be available outside of the **MySolon** feature!



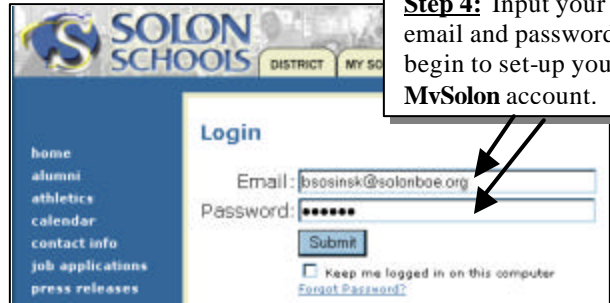
**Step 1:** Click on the **MySolon** tab after entering the Solon City Schools homepage.



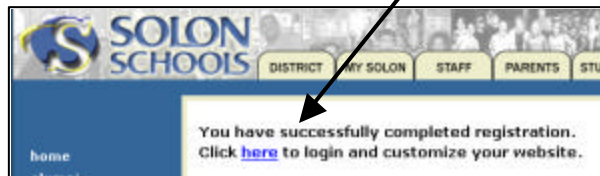
**Step 2:** Click on the **Sign-Up** link to enter your personal data.



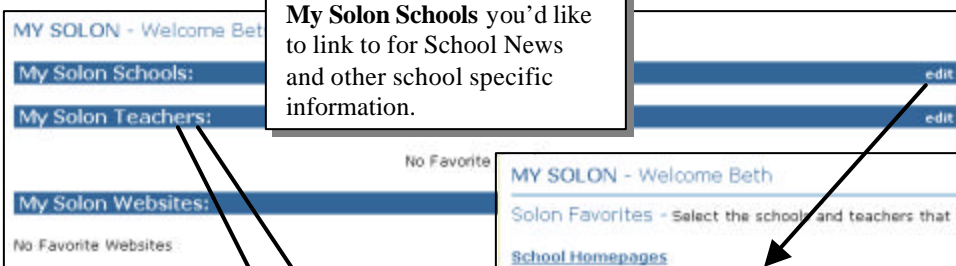
**Step 3:** Input the required information to establish your **MySolon** account. **Sign-Up!**



**Step 4:** Input your email and password and begin to set-up your **MySolon** account.



**Step 5:** **Edit** to choose the **My Solon Schools** you'd like to link to for School News and other school specific information.



**Step 6:** **Edit** to choose **My Solon Teachers** you'd like to see class calendars of.



**Step 7: Add** to choose Teachers you'd like to see class calendars of. Update Teachers once teachers have been selected. Then add the classes per teacher...

**Step 8: Edit** to choose Favorites you'd like to see of Internet Links. Update favorites periodically and keep your internet resources timely!

**Step 9: MySolon** allows each user to select School News, Teachers/Classes, and Favorites! Logout and try your new MySolon interface!

**Step 10: MySolon** will prompt the user to input their e-mail and password to begin their personalized journey through the Solon Schools MySolon feature: School News, Teacher calendars, and personal Internet favorites!! Logout and try your new MySolon interface!