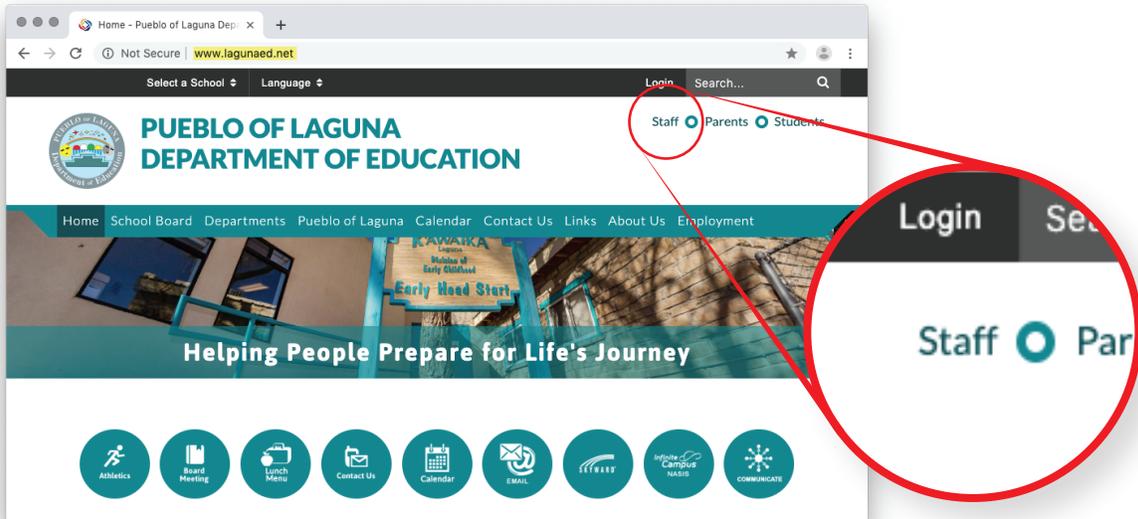


HOW TO: ACCESS THE STAFF PAGE ON THE LDOE WEBSITE

1. In a web browser (Chrome, Firefox) go to www.lagunaed.net



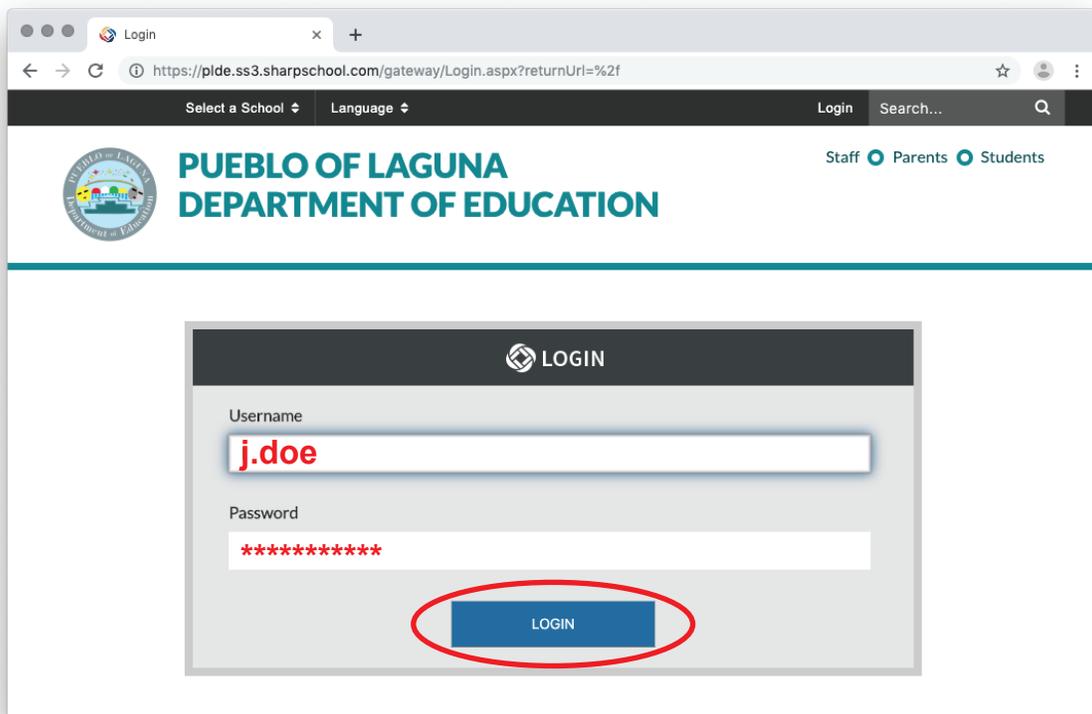
2. Click the **Staff** button, below and left of the Search bar

3. Login Page:

Username: Your username is the same as the one you use to log into your computer

Password: Your password is also the same as you use to log into your computer

When your info has been entered, click **Login**



4. The LDOE Staff page will open.

The screenshot shows the website interface for the Pueblo of Laguna Department of Education. At the top left is the department logo, and to its right is the text "PUEBLO OF LAGUNA DEPARTMENT OF EDUCATION". In the top right corner, there are navigation links for "Staff", "Parents", and "Students", with "Staff" selected. Below the header is a teal navigation bar with links for "Home", "School Board", "Departments", "Pueblo of Laguna", "Calendar", "Contact Us", "Links", "About Us", "Employment", and "Admin". The main content area features a large heading "STAFF DOCUMENTS / WORK ORDERS" with decorative lines. Below this heading are two breadcrumb-style links: "Staff Documents / Work Orders" and "Pueblo of Laguna Department of Education / Staff Documents / Work Orders". The page is divided into two sections: "STAFF DOCUMENTS" and "WORK ORDERS". Under "STAFF DOCUMENTS", there are four links: "STAFF HANDBOOK - 2019", "ACCOUNTING MANUAL", "BOK FINANCIAL INFO", and "INCLEMENT WEATHER INFORMATION". Under "WORK ORDERS", there is a paragraph explaining that users can create a work order for the Facilities Department or the I.T. Department. Below this is a link to "CREATE A WORK ORDER" with the submittal password "laguna". A section titled "If you have trouble doing so, please choose a topic that will help you:" contains a bulleted list of four links: "How to Register/Log in", "How to Submit a Work Order", "My Requests Tab", and "Requester Login Help". A final paragraph states that these links provide visual walk-throughs and instructional videos to help with the process.