



**UPDATE YOUR SCHOOL'S DIRECTORY  
INFORMATION AND PROFILE  
MEMBER LOGIN  
UPDATE YOUR SCHOOL PROFILE**

**MANAGING JOB POSTINGS  
POST JOBS  
EDITING/DELETING JOB POSTINGS**

Please read the following instructions and contact  
Barbara Swanson at [Barbara@nysais.org](mailto:Barbara@nysais.org) with any questions.

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## MEMBER LOGIN

**Note:** To access each of the tools described in this document you must first login to the secure member area of the [NYS AIS site](#) by clicking the "Member Login" link in the left banner of each page and entering your account's username and password. Always be sure to Logout to protect your account.

- [Member Login](#)

Each school is issued a single account for use on this part of the NYS AIS website. If there are several people at your school who are responsible for updating or posting school information or job openings, please be sure to share your school's username and password combination with them.

**SITE LOGIN**

Please login below.

Username

Password

[Forget your username/password?](#)

If you do not know your school's username, please contact [Barbara@nysais.org](mailto:Barbara@nysais.org)

Now you will see these links in the upper left of the window.

**Member Links**

- [Member Home](#)
- [Update your Profile](#)
- [Manage Job Postings](#)
- [Log off](#)

## UPDATE YOUR PROFILE (LOGIN REQUIRED)









The "Update Your Profile" option will allow designated school personnel to modify information about your school. The information in this section is what prospective families and job seekers will view when conducting a search for your school including website, address, key administrators and school description information.

To add text to any of the fields, simply click in the desired area and enter your text.

In the "Profile" text box near the bottom of the screen, type or paste in a description of the school, mission statement, anything that will distinguish your school to viewers.

## EDITING/DELETING ASSOCIATED CONTACTS

In this section you can add or edit school administrators and their email addresses.

Associated Contacts		
Head of School:	Reuel Jordan (Head of School)	 
Associate Head:		 
Assistant Head:	Salvatore Leto	 
Dean of Faculty:		 

To edit a contact, click the blue pencil icon - the "Person Editor" window will appear. Edit or add names as necessary. **Always include the person's email address.**

Note: Only the Head of School and Admissions Director are published on the website. The Admissions email is the only one published, for the convenience of prospective families.

When you are done, **be sure to click the blue**

**Update Profile**

**button in the lower left for changes to be saved.**

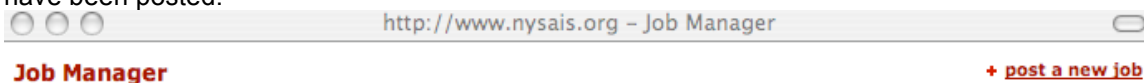
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## MANAGE JOB POSTINGS (LOGIN REQUIRED)

This feature will allow designated school personnel to add, edit, sort and delete job listings for your school. The information in this section is what job seekers will view in the NYS AIS Career Center.

### ADDING A JOB POST

- 1) Click the "Manage Job Postings" link in the "Member Info" menu in the left banner – the "Job Manager" window will open. This will display your current list of job posts, if any have been posted.



- 2) Click the "Post a New Job" link in the upper right – the "Job Editor" window will appear (see instructions below for editor tips).

## Job Editor

Enter the following information and click Post Job.

School	---	▼
Position Title		
Position Type	---	▼
Position Start		
Position Expire		must be a valid date (mm/dd/yyyy)
Position Detail		



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- 3) Add your text to the appropriate fields. You may designate the appropriate “Position Type” from the drop-down menu.
- 4) “Position Start” is that date (can be approximate) that the position will open
- 5) “Position Expire” is the date this posting will automatically disappear. If the job is filled prior to this date, please delete the posting.
- 6) In the “Position Detail” box, describe the job, and include contact information for the person at the school with whom the job seeker should be in touch.
- 7) Click the red “Post Job” button in the lower right of the “Job Editor” window.
- 8) The online [database of all NYSAIS jobs](#) is located on the NYSAIS website in the Career Center.

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[Conferences & Workshops](#)
[Directory of Schools](#)
[Committees & Activities](#)
[Career Center](#)
[Sponsors](#)

## EDITING/DELETING JOB POSTS

Note: you may sort your job listings by “Type, School” or “Date Posted” by clicking the red links at the top of each column on the “Job Manager” window.

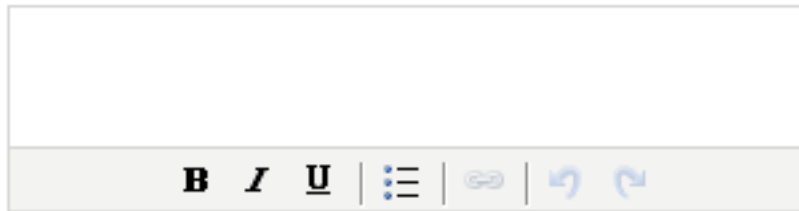
	<a href="#">Title</a>	<a href="#">Type</a>	<a href="#">School</a>	<a href="#">Date Posted</a>
 	Business Manager	Administrator	Annie Wright School	12/20/2006

- To edit your post, click the blue pencil icon - the “Job Editor” window will appear (see instructions above for “Adding A Job Post”).
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- To delete your post, click the red “x” icon.

## USING THE TEXT EDITOR


The text editor is used in both the “Update Your Profile” and “Manage Job Postings” tools. You may type or cut and paste text into the editor; however, it is recommended that once you do so, you use the editor’s formatting tools for the best results.

Profile (31)




## EDITOR FORMATTING TOOLS:


### ADD BOLD FACE TEXT

 Highlight the text you want to appear as bold faced and click this icon.


### ADD ITALICIZED TEXT

 Highlight the text you want to appear as italicized and click this icon.


### UNDERLINE TEXT

 Highlight the text you want underlined and click this icon.


### CREATE A BULLETED LIST

 Highlight the text you want to appear as a bulleted list and click this icon.


### CREATE A LINK

 Highlight the text you want to convert to a link and click this icon. The “Insert/Edit Icon” window will appear. Add the URL to the “Link URL” field. Choose where the new window will open using the “Target” drop-down menu. Note: you may disregard the “Title” field. Click the purple “Insert” button.

### “UNDO” LAST ACTION

 To “undo” your last action click this icon.

### “REDO” LAST ACTION

 To “redo” your last action click this icon.

When you are done, be sure to save your work, and log out.