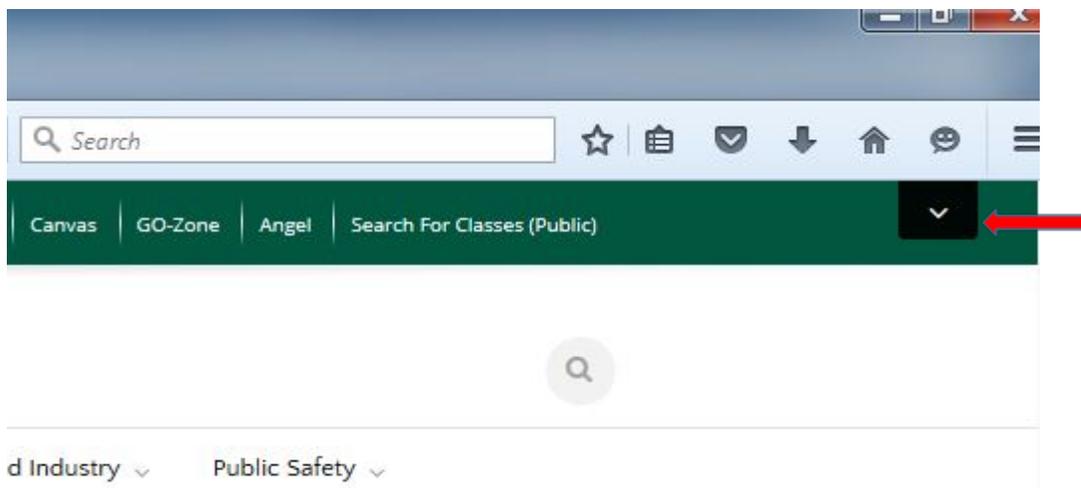


Website Login Instructions

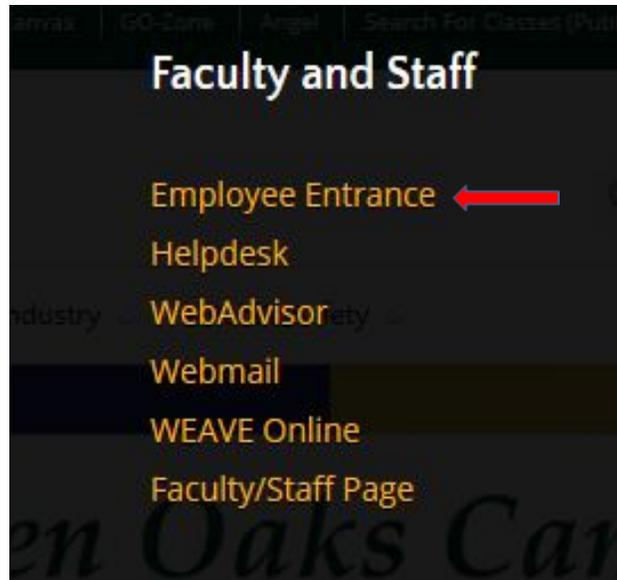
These are the Faculty/Staff instructions for logging into the www.glenoaks.edu WordPress website. Following these instructions will not automatically give you access to the WebAdvisor or Canvas. Your login credentials are the same for all three systems (unless you are adjunct faculty, in which case your login credentials for glenoaks.edu will be provided to you by Pat Morgenstern or Amy Young), but if you wish to login to the WebAdvisor or Canvas, you will need to click on the links to those areas separately and enter your login credentials on their login screens. Each system area is only accessible through its own login screen.

If you need to access the Faculty/Staff page, you will need to be logged into the website to do so.

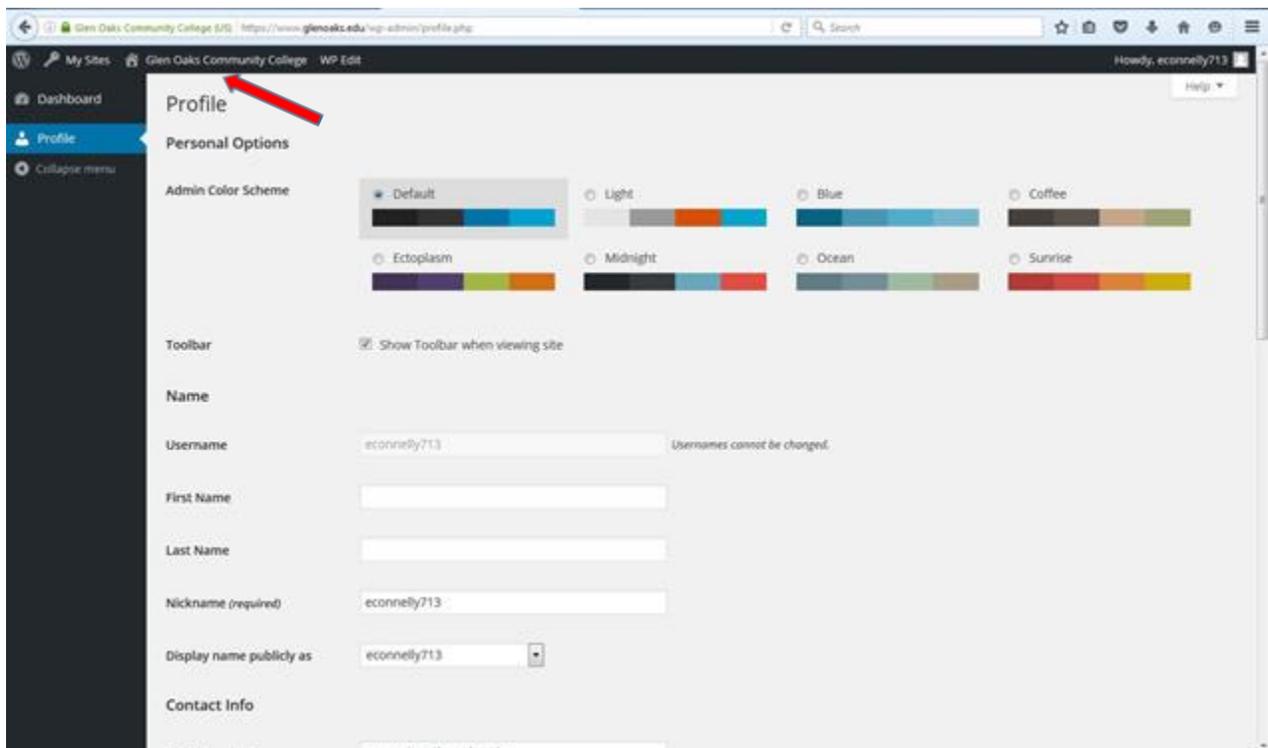
1. To log into WordPress, navigate to the Glen Oaks website at www.glenoaks.edu.



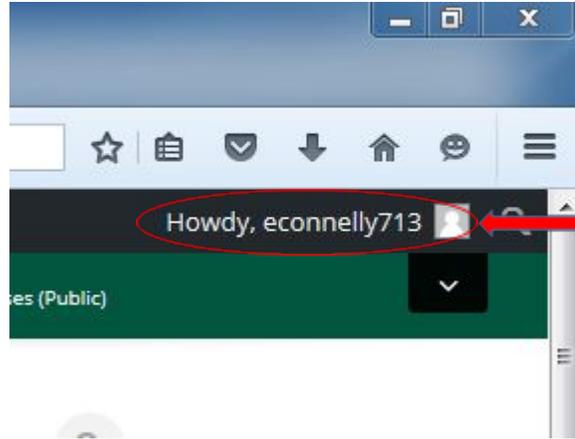
2. In the upper right-hand corner of the browser window you will see a small black box with a white drop-down.
3. Once you click on the drop-down a menu will appear.



4. At this point you will want to click on the Employee Entrance link (if you try to access the Faculty/Staff Page without logging in first you will be sent to a 'OOPS! Houston, we have a problem' page).
5. Enter your login credentials (WordPress is using our single sign-on for authentication, so use the credentials you would normally use to access Canvas or your WebAdvisor account).
6. Upon logging into WordPress you will be brought to the Dashboard.



7. Toward the upper left-hand side of the browser you will see a 'Home' icon followed by the words Glen Oaks Community College.
8. Click on the Glen Oaks Community College link and you will be brought back to the www.glenoaks.edu homepage.



9. Now in the upper right-hand corner, above the black box/drop-down you accessed earlier, you should see 'Howdy, **whatever your user ID is**'. This means that you are logged into WordPress.
10. You can now click on the dropdown arrow again and this time select the Faculty/Staff Page link.

If you are a new employee and need to be put into the system, please contact the HR department and they can put in a request to get you set-up.

If your password is not working, please visit [The Viking Zone](#) page on the glenoaks.edu website and follow the Reset Password Instructions or watch the Password Reset Instructional Video.