

Updating Your Online Murfee Directory Info

by Wesley Fryer - www.wesfryer.com

Updated 11-23-2003

The Murfee Elementary website continues to be hosted by Lubbock ISD. The following 2 website addresses work for the site:

- ◇ www.lubbockisd.org/murfee
- ◇ www.lubbock.k12.tx.us/murfee

The following "internet domain" has also been registered for Murfee:

- ◇ www.murfee.org

All 3 of these websites function the same and go to the same place. You can now use the shorter address (www.murfee.org) if desired when providing parents and students with the school website

ONLINE DIRECTORY?

The new Murfee staff directory allows individual staff members to directly update information about themselves.

Staff must log in using their last name and the last 4 digits of their social security number.

INSTRUCTIONS FOR UPDATING DIRECTORY INFO

1. Go to www.murfee.org.
2. In the upper left corner, click STAFF ONLY.
3. Click the link "Log in to update your directory information and access staff-only resources!"
4. Enter your last name and the last 4 digits of your SSN, without any spaces. EXAMPLE:
Fryer1234
 1. Make sure you CLICK "Log In" -- pressing enter or return on the keyboard may not work.
 2. If you are not able to log in, contact Wesley Fryer at wesfryer@yahoo.com with the correct last 4 of your SSN, it may not be in the database or be entered incorrectly.
5. After logging in, click on your name to view editable information fields.
6. Add information to all the desired fields.
7. NOTE: When adding a website address, the FULL ADDRESS must be added (i.e. include the <http://> -- Example: <http://www.wesfryer.com>)
8. Click SAVE THESE CHANGES! at the bottom of the page.
9. Click the STAFF DIRECTORY AND CLASS INFO link at the top of the page and search for your page. Verify the entered information looks the way you want.