



SEASWeb

User Manual



Chapter 4: Login Page

Due to the sensitive data stored within SEASWeb, users are required to provide a username and password each time they wish to access the program. The process of entering this information is called logging in and the screen where this takes place is called the Login page. This section details the actions available on the Login page as well as the actual Login process.

Heading

The heading is the area at the top of the SEASWeb site to the right of the Seas Apple where the name of the district is displayed. This area is used to make sure that you are on the correct SEASWeb site for your district.

Notices

The Notices area is used to display recent additions to the program, recent changes to forms or functionality, emergency notices, and other information that needs to be disseminated to users before they log-in. This is to ensure that important information is readily available to all users of the SEASWeb program at the moment they begin using the program.

Logging In

Logging into the program is very similar to logging into other secure applications. After obtaining your username and password from a SEASWeb administrator from within the district, simply follow the steps below. ([View tutorial](#))

- Step 1** > Click in the text field labeled "Username".
- Step 2** > Type your username
- Step 3** > Press the tab key OR click in the text field labeled "Password".
- Step 4** > Type your password.
- Step 5** > Press the enter key OR click on the "Login" button.



If you enter your password incorrectly more than six (6) times your username will be locked and will have to reset by a SEASWeb administrator from within the district before you can access SEASWeb again.

Forget Password

If you have forgotten your Password, the program has a utility that will send your password to the e-mail address that your administrator entered for you when adding you to the system.

- Step 1** > Click on the words "Forget your Password" located under the username and password entry fields.
- Step 2** > Enter the e-mail address exactly as it was entered by your administrator when adding you to the system.

This is usually the e-mail address provided for you by your school. If the address you entered does not match what the address in the system, you will get an error that reads “E-mail address not found, try again”. If you do not know the e-mail address associated with your user account, you will need to contact a SEASWeb Administrator from within the district and they will be able to give you the correct information. When the correct e-mail address is entered, both your username and password will be automatically sent to the e-mail address associated with your user account.

Options

In order to provide our users with up-to-date information regarding new technology that has an effect on SEASWeb, we provide links to that information on the main screen. This information will change from time to time as new technology is introduced into the market. Currently we have two (2) links that are listed and explained below.

- “Mac users click here for SEAS Browser Settings” - This is a link to the document that details the settings needed to run SEASWeb on Mac computers.
- “Windows XP SP2 Information” - This is a link to a document that details the settings needed to restore proper operation of SEASWeb after Windows XP Service Pack 2 is loaded onto a computer.