

DIRECTIONS FOR USING ONLINE DIRECTORY

Go to website <http://headstartdirectory.sworps.utk.edu>

Enter your user name and password. Joan has a list of user names but NO passwords.
Click **Login**

Home page appears

Select **Edit Records**. You have 3 choices:

- Central Office Collaborator
- Edit Central Office
- Edit Location

Select **Central Office Collaborator** to view a list of all programs

You may **View/Edit program** or **Location** there or

You may go back to **Edit** and select

- Edit Central Office or
- Edit Location

Edit Central Office

Central Office. Select your own program. You may view other programs but you can change only yours.

Click **Edit This Central Office**

Edit each one, Contact

Details

Key Staff

Once you have made changes, click **SAVE**; if you don't, all your work will be lost.

Edit Location

Select your own program

Select Location

Edit this location

Click **SAVE** to save your work

If you have a new location, click **New Records** and work through that and click **SAVE**.

Logout.