

# Step-by-Step Instructions for Operating Building Administrator MCCTE Navigator Reset

## 1. Login

- a. <http://ctenavigator.org>
- b. User name:
- c. Password:

## 2. Update your personal profile

- a. Click on "Edit Profile" in the left menu under your name.
- b. Verify/update all of your information.
- c. Save changes by clicking the "Update" button at the bottom

## 3. Activate CTE Teachers (State Approved Programs only) and/or CTE District Consultants/CTE Directors/Supervisors

- a. Go to "Users"
- b. In the column titled "Active" click on the red "No" for all CTE Teachers or CTE District Consultants/CTE Directors/Supervisors you want to activate. The "No" will turn to a green "Yes". This means the person is now activated to log in to the system and they will receive an email on the process to access MCCTE Navigator. *\*\*When you activate the CTE Teacher you will be asked "Would you nominate this teacher for participating in any MCCTE curriculum work?" As soon as you respond you will go back to the list you were working on.*

## 4. To Add a new CTE Teacher and/or CTE District Consultants/CTE Directors/Supervisors

- a. Go to "Users" and click on "New User" at the bottom of the page
- b. Type in information, then click the "create" button at the bottom of the page
- c. In the column titled "Active" click on the red "No" for all CTE Teachers or CTE District Consultants/CTE Directors/Supervisors you want to activate. The "No" will turn to a green "Yes". This means the person is now activated to log in to the system and they will receive an email on the process to access MCCTE Navigator. *\*\*When you activate the CTE Teacher you will be asked "Would you nominate this teacher for participating in any MCCTE curriculum work?" As soon as you respond you will go back to the list you were working on.*

## 5. Update school information

- a. Place cursor over "Schools" in the top menu and click on "My Schools"
- b. Click on the first school in the list
- c. Click on the link titled "Edit School Profile" located above "Programs"
- d. Update the school's profile
- e. Click "Save"
- f. Go back to the list of schools and repeat for each school in the list

## 6. Log out

Once the CTE Teacher and/or CTE District Consultants/CTE Directors/Supervisors is "activated," they will receive an email on the process to access MCCTE Navigator.

If you have any questions, please contact MCCTE Navigator at [support@ctenavigator.org](mailto:support@ctenavigator.org).