

CONTENT MANAGEMENT SYSTEM

User Guide

Login

Sign in to your account

Nursery ID

Password

Login

Your Account Information

STEP 1: Go to Admin Login website

Admin Login:

<https://privateaccess.nurseryweb.co.uk/>

STEP 2: Type in Your Nursery ID and Password as stated below

Nursery ID: heathcotpreschool

password: heathcot123

STEP 3: After confirm your Nursery ID and Password, Click **[Login]** button.

Parent Portal

Is a private area allow you to post message, photos, or documents with your parents. There have four categories which are Bulletin Board, Photo Gallery, Download and Parent Accounts.

a. (Bulletin Board)

News for parents:

STEP 1: click on the **[Parent Portal]** tab.

STEP 2: click **[Bulletin Board]** tab Insert or edit your content. And click on **[Add]** button.

STEP 3: To edit a message, click on the pencil icon. To delete messages, click on the trash bin icon after you've tick the message that you wish to delete.

Parent Portal

Username | Logout

Parent Portal Website Updates Website Builder Email Contact Us

Bulletin Board Photo Gallery Downloads Parent Accounts

Title	Created
<input type="checkbox"/> Please check the calendar for updates about nursery.	17.09.2015
<input type="checkbox"/> Nursery Closed 1st + 2nd September 2015	01.09.2015
<input type="checkbox"/> Princess and Pirates day	29.09.2014

Create Board

Title

Attach files Browse

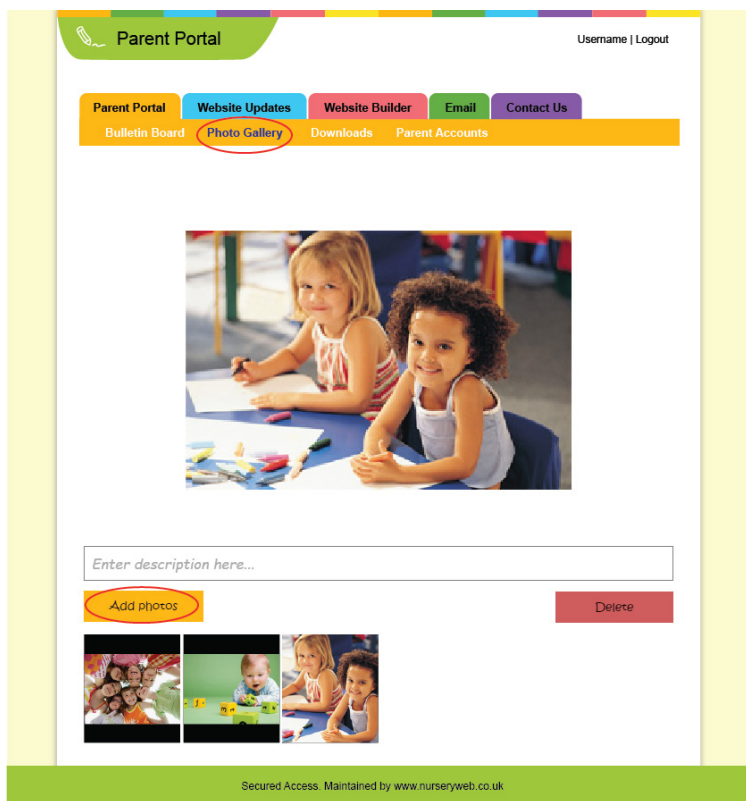
Description

B I U Font Size... Font Family... Font Format

Add

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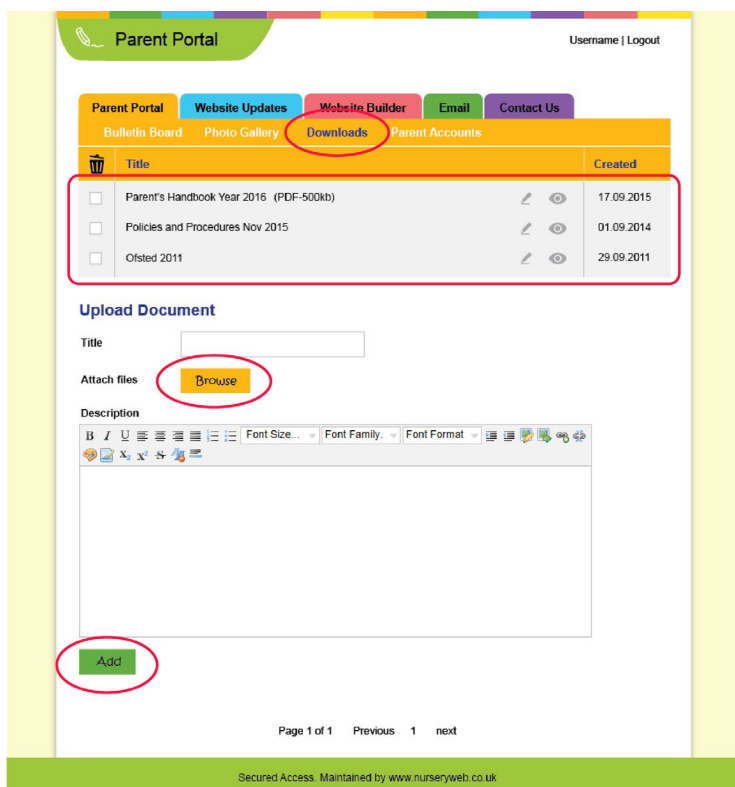
b. (Photo Gallery)

Parents love to watch photo galleries!
Upload photos in one go.

STEP 1: click on the **[Parent Portal]** tab.

STEP 2: Go to **[Photo Gallery]** tab, click **[Add photos]** button and upload your single or multiple pictures that you want.

You may also add the description for each photo and delete it by click the **[Delete]** button.



c. (Downloads)

Share the privacy Documents; for example like Nursery policies & procedures, terms and conditions and etc for parents to view or to download.

STEP 1: click on the **[Parent Portal]** tab.

STEP 2: click **[Downloads]** tab, click **[Browse]** to upload your document.

STEP 3: After finished, click on the **[Add]** button.

Parent Portal Username | Logout

Parent Portal Website Updates Website Builder Email Contact Us

Bulletin Board Photo Gallery Downloads **Parent Accounts**

Parent Accounts

	Name	Username	Password	Created	Edit
<input type="checkbox"/>	Jenny Brown	j.brown	jenny@888	27.11.2015	
<input type="checkbox"/>	Nicky Rapper	n.rapper	nicky@888	27.11.2015	
<input type="checkbox"/>	Lynette Smith	l.smith	lynette@888	28.11.2015	

Add New Account

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d. (Parent Account)

You can create unique username and password for all parents to access.

STEP 1: To create a new parent account, click on the **[Parent Portal]** tab.

STEP 2: click **[Add New Account]** button to add a new parent account.

STEP 3: To edit an account, click on the pencil icon. To delete parent account, click on the trash bin icon after you've tick the parent that you wish to delete.

Website Updates Username | Logout

Parent Portal Website Updates Website Builder Email Contact Us

Latest News Calendar Photo Gallery Downloads

	Title	Created
<input type="checkbox"/>	Please check the calendar for updates about nursery.	17.09.2015
<input type="checkbox"/>	Nursery Closed 1st + 2nd September 2015	01.09.2015
<input type="checkbox"/>	Princess and Pirates day	29.09.2014

Create News

Title

Attach files **Browse**

Description

Add

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Website Updates

Widgets on website, upload the information here will also show to the website. There have four categories which are Latest News, Calendar, Photo Gallery and Downloads.

a. (Latest News)

STEP 1: To create a new post, click on the **[Website Updates]** tab.

STEP 2: click **[Latest News]** tab Insert or edit your content. And click on **[Add]** button.

STEP 3: To edit a message, click on the pencil icon. To delete messages, click on the trash bin icon after you've tick the news that you wish to delete.

b. (Calendar)

STEP 1: To create a new event, click on the **[Website Updates]** tab.

STEP 2: Click on the **[Calendar]** tab, select on the desire date and click **[Add Event]**.

STEP 3: Insert the event title, description and event date, then click **[Add]** when finished.

To delete the event date, select the date that you wish to delete and click the **[Delete]** button.

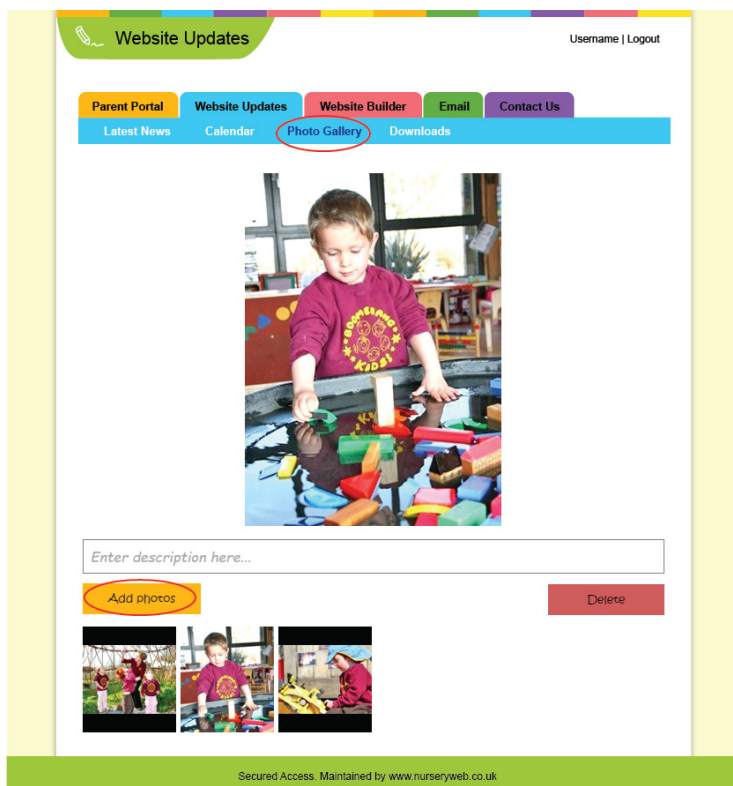


c. (Photo Gallery)

STEP 1: click on the **[Website Updates]** tab.

STEP 2: Go to **[Photo Gallery]** tab, click **[Add photos]** button and upload your single or multiple pictures that you want.

You may also add the description for each photo and delete it by click the **[Delete]** button.



Website Updates

Username | Logout

Parent Portal Website Updates Website Builder Email Contact Us

Latest News Calendar Photo Gallery Downloads

	Title	Created
<input type="checkbox"/>	Parent's Handbook Year 2016 (PDF-500kb)	17.09.2015
<input type="checkbox"/>	Policies and Procedures Nov 2015	01.09.2014
<input type="checkbox"/>	Ofsted 2011	29.09.2011

Upload Document

Title

Attach files

Description

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d. (Downloads)

STEP 1: click on the **[Website Updates]** tab.

STEP 2: click **[Downloads]** tab, click **[Browse]** to upload your document.

STEP 3: After finished, click on the **[Add]** button.

Website Builder

Username | Logout

Parent Portal Website Updates Website Builder Email Contact Us

Website Details and Guides

Making Changes to Your Website

Plesk

Username

Password

Interface language

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Login Details

Link : http://panel.nurseryweb.co.uk

Username : littlefingers

Password : nursery@1

FAQ

How to add image

How to add document

How to add photo album

How to link the text

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Website Builder

You can find out the login url link, username, password and some demo videos to see how easy it will be to keep your website up to date!

STEP 1: Click on the **[Website Builder]** tab to find out all the details.

Email Username | Logout

Parent Portal Website Updates Website Builder **Email** Contact Us

Email Details and Guides

Using Webmail

Login Details

Link : <http://webmail.domainname.co.uk>

Login with your username and password
(Please find the details below)

Email Accounts

Username	Password
admin@domainname.co.uk	nurseryl@1
info@domainname.co.uk	wertl@1
staff@domainname.co.uk	hnasl@1
jane@domainname.co.uk	vymdhl@1
kate@domainname.co.uk	sdfghl@1

Setting Up Your Email Address in Microsoft Outlook

Internet E-mail Settings (POP3)

Enter the information as follows:

Incoming mail server (POP3): mail.nurserycam.co.uk
Outgoing mail server (SMTP): mail.nurserycam.co.uk

Server Port information as follows:

Incoming mail server (POP3): 110
Outgoing mail server (SMTP): 26

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Email

You can find out all the email accounts and passwords associated with your domain name. And, you can easily login with our web-based email system to check your email.

Using Webmail

STEP 1: Login with the url

[<http://webmail.domainname.co.uk>]

STEP 2: Type in Your Email Address and the Password as stated under **[Email Accounts]** section

Setting Up Your Email in Outlook

Click to download the document and insert the details beside when you setting up in your computer.

Contact Us Username | Logout

Parent Portal Website Updates Website Builder Email **Contact Us**

Got A Questions

Please use the contact form to send your enquiry directly to us.

Name *

Email *

Telephone *

Message *

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Contact Us

STEP 1: If you have another query, please click **[Contact Us]** tab and fill in the form to us.

STEP 2: After finished fill in the detail, click **[Submit]** icon, then the process is done.