

1. When you go to [www.horrycountyschools.net](http://www.horrycountyschools.net) you will see in the upper left corner the word login, select Login and it will take you to a login screen.



**Login**

Username

Password

[Signup](#)

2. Fill in the username and password you were given. **Please note the logins are case sensitive**

3. The top of the screen will change to show you have logged in. You need to change your password. To do this you need to select your name and it will take you to the following screen

Welcome firstname.lastname! [Logout](#) [Help](#)

HorryCountySchools > My Profile

[View User](#) [Edit User](#) [Transcript](#) [Inbox](#)

first

HorryCountySchools > My Profile

[View User](#) [Edit User](#) [Transcript](#) [Inbox](#)

User Account [User Profile](#) [User Photo](#) [Preferences](#)

User Details

Screen Name	<input type="text" value="firstnamelastname"/>
First Name	<input type="text" value="firstname"/>
Last Name	<input type="text" value="lastname"/>
Email Address	<input type="text" value="firstnamelastname@hcsstudents.sharpschool."/>
Password	<input type="password"/> (Leave blank to keep the old password)
Re enter Password	<input type="password"/>
District Name	<input type="text"/>
Organization Name	<input type="text"/>
Department Name	<input type="text"/>
Job Title	<input type="text"/>
Preferred Locale	Use Server Default
Time Zone	Use Server Default

4. Select **Edit User** then edit your password by typing a new password, fill in the district as **Horry County Schools**. For organization please put **Your Title** and for Department, please put **your school**. After editing your profile, go to the bottom of the screen and select **update user**. Then, you may return to the district website by selecting HorryCountySchools along the bread crumb trail.