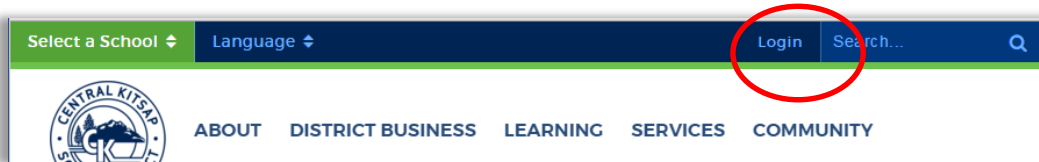


UNARCHIVING PAGES

LOG IN

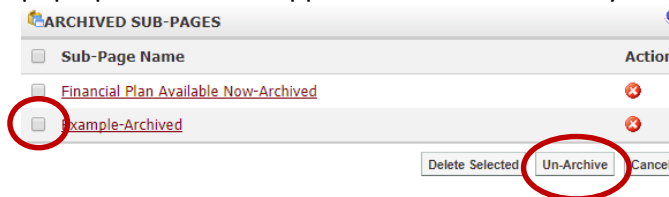
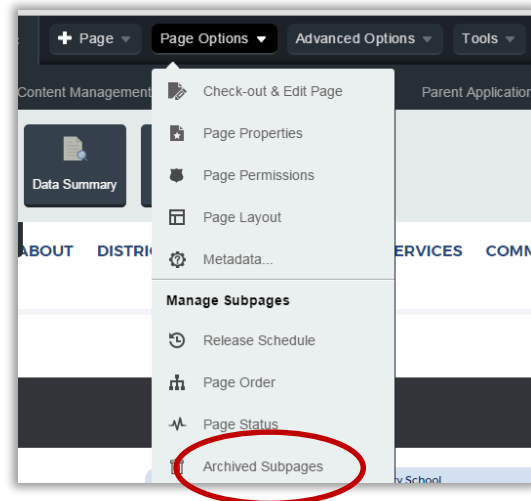
You'll need to log in to your website before you can begin editing. Use the same username and password you use to log into your computer.



FIND THE ARCHIVED PAGE

Go to the parent of the page you want to unarchive. For news articles, this will be your main school news page (the one with all the pictures and summaries).

1. From the toolbar, click on: **Page Options** and select **Archived Subpages**. A new window will open.
2. Find your page (Welcome Back articles should have the title Welcome Back).
 - Check the box to the left of your page and click the **Un-Archive** button. A pop-up window will appear. Click **OK**. Your story is now live and viewable by all.



3. **Edit the page:**
 - Refresh that parent page you were on (School News page, etc.). Click on your recently unarchived page. From the Page Options Menu, selection **Check Out & Edit Page**. Make your changes. Click **Save Draft** or **Publish**.
 - If this is a News story, be sure to update the Publish Date.

