


Accessing the Inquiry Website to Create/Edit Your Page

1. Once Dr. Clayton enables you to access her website, you will receive an automatically generated email from **Weebly** titled, "**Welcome to Weebly.**"
2. Open this email and click the blue link titled "[Click here to get started.](#)"
 - This will take you to the Weebly site where you can access the specific Page(s) made available for you on the Pace Inquiry website page.
3. On the Weebly registration page, enter in your name and password to create a Weebly account.
4. Once you log into the site a screen with all the available website pages will be displayed.
 - Ignore all names with a red .
 - Scroll down until you see the name/link in **green**;
 - Once you find it, click the **green** name to open your page.
5. Once your page open, you can edit and make any text changes that are appropriate.
6. The tool bar across the top will allow you to add features onto the page. Features that you can add include things like: extra text boxes, images, videos, etc.