

How to access the ACPS website

Open a browser and navigate to url:

<http://amelia.k12.va.us> (Alternately search Amelia county public schools)

How to locate your teacher page:

1. Select your school: from drop down list at top of district site
2. Select Staff and teachers from navigation bar
3. Select your Grade or Department
4. Find your Name

How to login to SharpSchool: (This gives you access to edit your teacher pages)

1. Make sure you are on your school site. (You will not be able login from the District Site or another school's site)

2. Click login at the top in the black tool bar.

3. Enter your username and password.

 USERNAME: lastnamefirstinitial EXAMPLE: smithj for John Smith

 PASSWORD: same as username (We will go over how to change your password later.)

4. Verify that your name now appears at the top in the black tool bar –this indicates that you are logged in.

To edit your teacher page:

1. Navigate to your school and teacher page.

2. You will see an additional tool bar show up at the top. (Note: to see this tool bar you must be logged in and on your page!)

3. On this toolbar select Page Properties then select Check out and edit page.

4. You will now be in edit mode for your page.

(Please refer to the online guides for detailed instructions under staff on the district home page at <http://amelia.k12.va.us/staff>)