

**From:** Gary Mire [mailto:edtv@lpb.org]  
**Sent:** Tuesday, September 25, 2007 4:46 PM  
**To:** CO/Ledet, Britt  
**Subject:** Update Alert

We still have many teachers who have not updated their profiles. Would you please see that a message is sent to all your teachers reminding them that they must update their profiles to retain access to LPB CyberChannel and to their stored data. The instructions to update are below.

### **Required LPB CyberChannel update ends Friday October 12, 2007**

All users (principals, administrators, supervisors, teachers, librarians etc.) who wish to continue access to LPB Cyberchannel should log in at [www.lpb.org/cyberchannel](http://www.lpb.org/cyberchannel) and update their profiles. Users will have until Friday October 12, 2007, to update their profiles. After this date, accounts that are not updated may be deleted, and all stored content and files may be lost and may not be recoverable. Once deleted, users must register as a new user using the school's passcode to gain access.

#### **Update Procedure:**

- \* Go to [www.lpb.org/cyberchannel](http://www.lpb.org/cyberchannel)
- \* Enter your username and password in the log-in boxes in the right hand column.
- \* A message will appear directing you to update your profile.
- \* Click OK.
- \* Your profile will appear. Every item, except the fax number, must be completed to continue. Please enter the correct information so that we will be able to contact you in the future. If you enter incorrect information we may not be able to reach you to provide technical support, future updates, information about upcoming TV programs and new resources.
- \* Click on submit at the bottom of the page after you have completed every item.
- \* If you receive an error message, correct the errors and click submit again.
- \* When you have successfully updated your profile, you may still see your profile, but there will be a message that indicates your profile is updated.
- \* Click on the DE Streaming tab in the top banner to continue. This is the most direct way to access the videos. You will see the familiar video screen and you will be able to use the service just as you have in the past.

#### **New or newly registered users:**

If you are new to the service, the technology coordinator or librarian at your school can provide you with the school's passcode so you can register. Even though you may be newly registered, if you log on at any

time and see the update screen you must complete the screens as requested before you can access the service.

This update will help us properly relocate all the teachers who have chosen to move to other schools or have been displaced by the hurricanes. The goal is to be better able to communicate with you in the future.

LPB is pleased to be able to help offer this service to you.

Best wishes for a great school year!

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