

Checklist for Creating an Online School Handbook:

1. Ensure you have active ACES accounts assigned to people administering and editing your handbook. Go to <https://aces.la-archdiocese.org> to sign up for ACES accounts if needed. The ACC Help Desk (helpdesk@la-archdiocese.org or 213-637-7699) can help you find and/or reset passwords for ACES account holders.
2. Submit a request to create a school handbook at <https://goo.gl/forms/EeskBUiHQGwkwGeO2>
3. Read the Handbook Content Outline Guide at http://handbook.la-archdiocese.org/Handbook%20Resources/content_outline_for_your_parent_student_handbook.pdf and the Parent/Student Handbook How-To at <https://c3.la-archdiocese.org/parent-student-handbook-how-to.html> for information about building and editing your handbook.
4. Once you are notified that your handbook site has been created, log in and start editing. Be sure to link your new Handbook to your school's web site when you are done creating your handbook. Use the URL that was given to you in your notification email (it looks like 'http://handbook.la-archdiocese.org/schools/12345') as the link you put in your school's web site or email communications.