

**Subject: Introducing Scoilnet Webhosting and Blogging Services**

From: [servicedesk@ncte.ie](mailto:servicedesk@ncte.ie)

To: [principal@artaneschool.ie](mailto:principal@artaneschool.ie)

Your personal Scoilnet Account has now been created or modified to enable you to create your school's Scoilnet Blog and/or to use Scoilnet Webhosting.

Information regarding Scoilnet Blogs and Scoilnet Webhosting can be accessed at <http://support.scoilnet.ie> and we recommend that you familiarise yourself with the support site. If you wish to print out a copy of any documentation on <http://support.scoilnet.ie> you can click on "Print as PDF" on the left of any page to do so. We also encourage you to check the support site regularly as we may make some changes to the documentation and advice contained there.

**Four main sections and links are provided in this email and they outline the steps to creating a Scoilnet Blog or uploading an existing school website to your new Scoilnet address.**

Note: Scoilnet Blog creators need only refer to Steps 1 to 3.

1. Your school's new Scoilnet website/blog address.
2. Your personal Scoilnet Account login details.
3. Enabling your school's blog.
4. Uploading an existing school website to your new Scoilnet address.

**1. Your school's new Scoilnet website/blog address is <http://artanens.scoilnet.ie>**

Until a blog is enabled or a website is uploaded a basic default page will reside there.

**2. Your personal Scoilnet Account login details.**

Login to <https://admin.scoilnet.ie> to enable a blog or to upload an existing school website.

Username: sobrien0646

Password: ABCd1234

Please note that passwords are case sensitive.

**3. Enabling your school's blog**

Go to <https://admin.scoilnet.ie> and use your personal Scoilnet Account details to log in.

- (i) Select the "Web Hosting" tab.
- (ii) Click "Enable Scoilnet Blog". It can take up to an hour to create your blog so later re-click "Enable Scoilnet Blog" to see details on how to access your school's new blog.

Should your school wish to use its new blog as its main website, you can, while logged in to <https://admin.scoilnet.ie>, select it as your main site.

- (i) Click on the "Web Hosting" tab.
- (ii) Click on "Select your main site."
- (iii) Select 'Blog' from the dropdown box.

For more information on blogs please select 'Blogs' on <http://support.scoilnet.ie>

**4. How to upload an existing school website to your new Scoilnet address.**

Instruction on how to upload your school website to your new Scoilnet address can be found on <http://support.scoilnet.ie>

Once you are ready to upload your school website, go to the support site and follow the instructions for the application/platform you are using. Note that FTP is not supported, and that instead a more secure process called 'WebDAV' is used for uploading your school website.

You may, if you wish, add another webmaster (typically a fellow staff member in your school) using their Scoilnet Teacher Account username. When added they can add or change content or functionality on the website. It is recommended that you create a separate 'webmaster' account for all other teachers and content creators. For security purposes you should not share your unique password with anyone else. The support website <http://support.scoilnet.ie> has more detail on adding a new webmaster.

If you have any further queries, please contact the NCTE Service Desk where we will be glad to assist you.

Best Regards,

**The NCTE Service Desk**

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