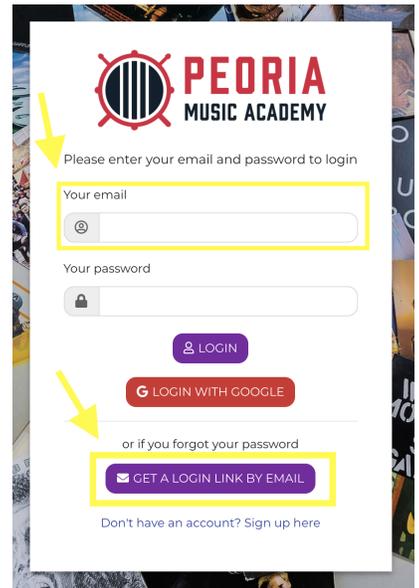


Opus1.io Guide for Teachers

Logging Into Your Account

1. Go to PeoriaMusicAcademy.com and click the red Log In button at the top right.
2. If this is the first time you are accessing your account...
 - a. Enter your email in the "Your email" box and then click "Get a Login Link by Email".
 - b. If it says "User doesn't exist", send us an email to make sure we have the correct email address on file for you.
 - c. You should receive an email with a temporary link to login to your account! You only have 30 minutes to access this link.
 - d. When you are in your account, please first update your password on your profile page.
3. If this is not the first time you are accessing your account, login with your email and password.



On Your Profile

Update Profile

Update your contact information and check your availability and unavailability. Is your availability listed incorrectly? Send a message to the office to get it updated.

Show Details

Shows/hides your contact information.

Go to Payroll

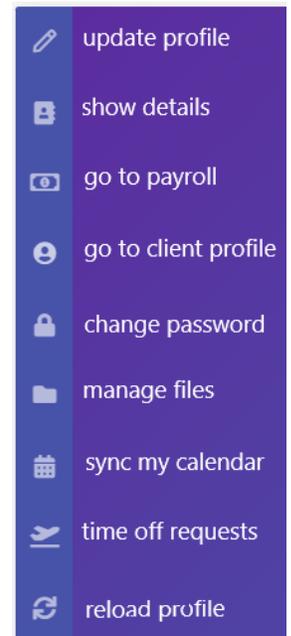
On your profile, click the dollar icon to **go to payroll**. View your classes and their attendance to ensure correct lesson counts. Contact the office if you have any questions.

Go to Client Profile

This is used if you are a member and taking lessons or are an account manager to a dependent.

Change Password

Self explanatory.



Manage Files

1. Add files to your profile.
 - a. Navigate to the manage files button (file folder icon) on either a client or staff profile.
 - b. Click **Upload file...** on the top right to add a file into your directory.
2. Share files.
 - a. Once uploaded, you can select a file and click **Share file...** to share directly to a client.
 - b. You can also send files to other teachers (for example, sub notes).
3. Organize files.
 - a. Feel free to create folders and organize your files.
 - b. The Shared Library folder is files shared to all teachers from the office.

Sync My Calendar

Self explanatory. Follow the directions on screen.

Time Off Requests

1. On your profile, click the airplane icon for **time off requests**.
2. Click **+ New Request** in the top right corner.
 - a. Enter in the start and end date and times.
 - b. Enter in the reason.
 - c. Review the impacted appointments/sessions.
 - d. Click **+ Submit Request**.
3. Your request will be reviewed and approved. You can check the status of your request on the same tab.
4. Be sure to write sub notes for the teacher who will be substituting for you. You can send them to the office or add them to your files to share with the sub.

Reload Profile

Opus1.io often needs to be refreshed to show recent changes; this is a quick button to use to refresh your profile.

View Your Schedule

In the Upcoming Schedule section you can view your schedule by day, week, month, etc.

Communicating with Students/Parents/Guardians

1. In your clients tab, click on the student you'd like to communicate with.
2. On the student's profile, add a comment in the comments section to send a message to the parent/guardian and/or student.
 - a. They will be visible by the client him/herself and their account managers, staff, managers and owners.
3. And comments from the parent/guardian and/or student should be notified to you in an email.