

2.2 Accessing Smiley

START POINT

1. **STEP 1:** Open ____ browser
2. **STEP 2:** Enable/allow Pop-ups (disable ____ - ____ _____) to the Smiley website. Also, Make sure _____ is enabled on your browser.
3. **STEP 3:** From your web browser, go to <http://www.pari.edu>
4. **STEP 4:** Click on the Teachers and Students tab at the top.
5. **STEP 5:** Select Log in to Smiley link located mid page.
6. You are now in the _____ .
7. If you are only observing a Smiley session, click the _____ _____ _____ tab. You do not have to login to Smiley to observe a control session.
8. If you are planning on controlling Smiley continue with the next procedure.

LOGIN PROCEDURE

9. After a minute in the Control Room a ____ - ____ Box pops up.
10. **STEP 6:** Type in your username (case sensitive)
11. Type in your password (case sensitive)
12. Click on the Log in to Smiley link in the middle of the page.
13. The Smiley Control Room _____ pops up.

SCHEDULING A SESSION

14. New tabs now appear in blue.
15. **STEP 7:** Schedule your _____ _____ time by clicking on the schedule control sessions button.
16. **STEP 8:** Select the day you want to observe and select the Date on the calendar
17. A new window will pop up asking for time of day. End the beginning and end times for when you want to observe. Use 24-hour time, or military time. Enter a short description of your session. Submit your request.
18. **STEP 9:** After receiving a successful reservation message and confirming it, Click on _____ to Control Room
19. You can now _____ _____ and return later, or wait for the scheduled time to arrive.
20. **STEP 10:** Start session or return on the scheduled observing time
21. Once logged in you now have control of Smiley.

Notes: _____

