

SWEETWATER UNION HIGH SCHOOL DISTRICT



CHANCERY SMS Job Aids



Home

Welcome to the Sweetwater Union High School District Chancery Job Aids Resource Page

The Job Aids are categorized by the different groups of users on the menu bar to the left. Here you will find downloadable documentation on how to use Chancery SMS.

JOB AIDS

Getting Started

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Counselors

Assistant Principals

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Training Modules

News

All training for Chancery is being conducted by the Educational Technology department. If you have any inquiries about training sessions or schedules, please contact Ed Tech at 336-7050.

[Click Here for Training Site](#): This is the site being used for training purposes. You should also use it when "practicing" how to use Chancery SMS on your own.

Notice: Training modules are in the process of being updated to coincide with the latest Chancery upgrade and will be posted as soon as completed.

Training Dates

There should be an icon like the one below on your FirstClass desktop, please open it to view the training schedule. If you cannot find the icon, please contact your Site Tech.



Click on the icon to access the calendar.

Training Registration: Please send an email via FirstClass to Chancery Registration indicating the date(s) you would like to sign up for.

Feedback

[Click Here for Feedback](#): Help us improve our program by providing your feedback.

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[Non-Discrimination Statement](#)