



Getting Started....

Before you begin using Lumen Software you must download FIREFOX as your web browser.

A web browser is the “vehicle” that allows you to surf the web. You may be most familiar with Internet Explorer –(or the blue e). You may download Firefox from the server by going to G: Drive – find the **Install by staff** folder – find FIREFOX folder and begin the install. When you install Firefox be sure to select this web browser as your default. You may also choose to have all of your bookmarks moved from Internet Explorer and have East Carter set as your home page – DO NOT choose the option to have Google toolbar downloaded.

TIP - Remember just downloading the program is not enough – you must use it as your web browser to log into the program.

FIREFOX SETTINGS

You must allow pop ups for Lumens so that you can print. **THIS IS VERY IMPORTANT.** Once in Firefox go to - TOOLS > OPTIONS> CONTENT TAB (Earth icon) > Uncheck BLOCK POP UP WINDOWS > OK.

From East Carter’s home page you will find Lumen’s Log in link on the right AND a link to download FIREFOX if you need it on your home computer. The link will take you to the Lumen log in page.

IMPORTANTWhen entering this page for the first time on a computer you will be asked by your web browser if you would like your password saved. **ALWAYS CHOOSE NEVER FOR THIS PROGRAM.**

Each building is assigned a log-in number below:

District Office – 2
Elementary-5
Middle School –4
High School –3

Each person’s log in (ask tech coordinator for this info)

The first task we will do is to change your password.

CHANGING YOUR PASSWORD

EZ START > PERSONAL CENTER > CHANGE PASSWORD >

