How to change your teacher page URL

If you have created a teacher page, you will notice that your page name (URL) in your browser's address bar is a bit long and cumbersome. It may look something like:
http://www.stfrancis.k12.mn.us/page.cfm?p=000

There is a way to create a shortcut for this address. When you type this shortcut into your browser address bar, you will be redirected to the longer URL. For instance, John Doe could create a shortcut to his URL. Using the district's three and three user naming system, his page shortcut would be:
http://www.stfrancis.k12.mn.us/johdoe

You can provide this shortened URL to parents and students as an easy way to access your page.

To create this shortcut: (See below screen shot for a visual reference.)

1. Login to your teacher page in FinalSite.
2. Go to Page Manager where you created and edit your teacher page.
3. The main editing box is the General Page Info box and in that box header, to the right, is a down arrow and the words "advanced controls" – click this to expand the General Page Info box to show more options.
4. There is a box for Page Keywords—this is where you can enter your district user name (the first part of your email address.) Page Keywords are used for two purposes: 1. The keywords are used to help the local site search index your pages and display relevant search results. 2. The keywords can be used to enable URL keyword redirects to a unique site page (i.e. http://www.finalsite.com/software).
5. Next save and publish your page as you normally would.
6. Test that this by opening your web browser and typing www.stfrancis.k12.mn.us/yourname, inserting your district user name for "yourname." Note, you do need the www. This then will redirect you to your longer web site name.