


Navigating SAIS Websites and Resources -- Handout

Navigating the SAIS website (<https://sais.org>)

- Visit the **Learn** menu to see upcoming events including virtual roundtables and webinars.
- The page called **All Upcoming Events** offers filtering options to easily find events by event type, topic or by target audience (e.g., division heads, head of school, trustees).
- Visit the **Resources** menu to find articles, Zoom recordings, tools & guides, sample policies and communications, etc.
- The page called **Browse All Topics** (under Resources) offers filtering options to easily find resources by type, topic or by target audience (e.g., division heads, head of school, trustees).
- The magnifying glass icon  is a global search feature for the entire SAIS website, but it lacks filtering options.
- The **My Account** menu is where you'll find a link to the Accreditation Portal and to profile options to update your information. If you are a special designated contact for your school, you can also update the roster (employee directory) of your school from the **My Account** page.
- We encourage new school staff to create their own account at the website. That option is under the **My Account** menu.

Navigating the SAIS Career Center (<https://careers.sais.org/>)

- After login, you can post new jobs and easily manage existing job posts. The dashboard screen (under **My Account**) lets you know how your job posts are performing.
- You can invite other co-workers to share access to your job postings via the **School Settings** screen.

Navigating SAIS Connect, the online community (<https://connect.sais.org/>)

- There are communities for most roles of school leaders and staff. It's easy to join a community of interest (e.g., athletic directors, assistant heads, academic support).
- While we hope you find the site easy to navigate, see the **Help/FAQ** menu for a quick start guide and a video tour.