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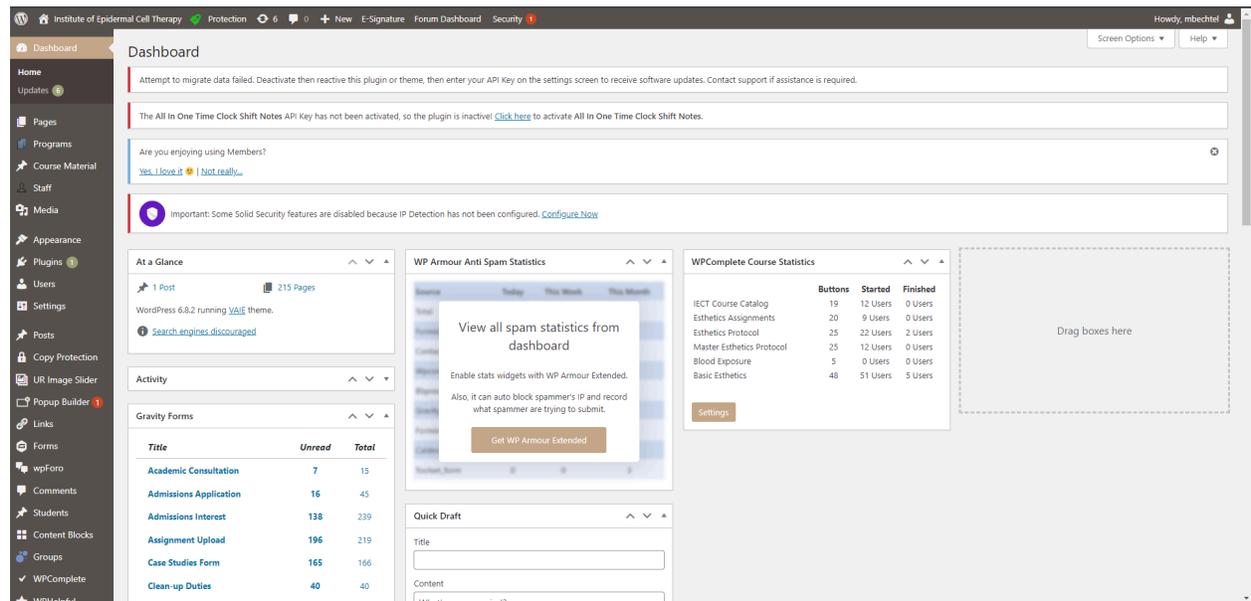
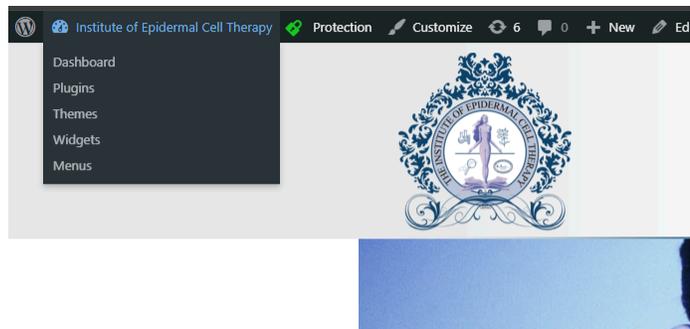
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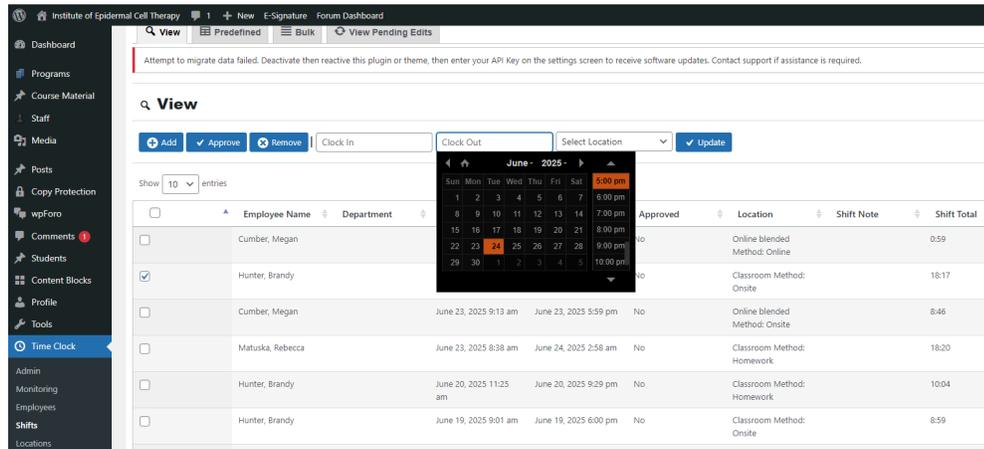
## Access dashboard of [epidermalcelltherapy.com](#) (for instructors, staff, and admin personnel)

1. Go to <https://epidermalcelltherapy.com/wp-login.php>
2. Enter your username and password
3. If the Dashboard is not visible, look at the top bar of the site for the site name "Institute of Epidermal Cell Therapy." Hover over the site name to see a drop-down menu with the option for "Dashboard" at the top it.
4. Select "Dashboard"
5. Depending on your user role, the options on the left menu may appear different

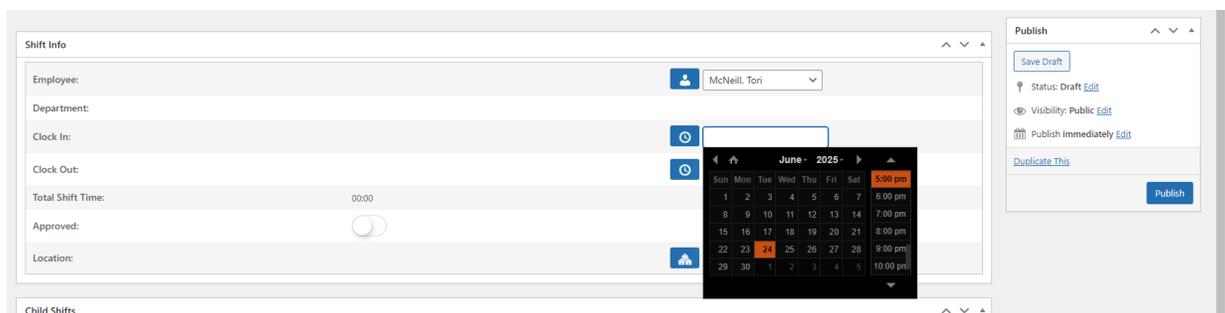


## Admin Instructions for updating or adding shifts in Time Clock

1. See [instructions for accessing dashboard](#) of [epidermalcelltherapy.com](http://epidermalcelltherapy.com)
2. You are now in the admin section. On the left menu, you will see an option for Time Clock
3. Hover your cursor over “Time Clock” to see the sub-menu.
4. Select “Shifts”
5. To edit a shift, check the box next to the shift.
6. Enter the new date and time in the appropriate field. Use the “Clock in” field to change the start time or “Clock out” to change the end time of the shift.
7. Select the “Update.” button.
8. When the confirmation panel pops up, select “Yes” to confirm the change.



9. To add a new shift, select the “Add” button.
10. Complete the fields.
11. Select the “Publish” button (right side of page) for the new shift to be created.



## Creating an irect email

1. Go to <https://ionos.com> and login
2. Go to email Addresses. Select button "Create Email address"
3. Select "Email Forwarding" option and hit "Create" button
4. Click on "Select available domain"
5. Type "iectskin" in the search bar
6. Choose [iectskin.com](https://iectskin.com)
7. Type in student name in the format "FirstLastname."
8. Enter forwarding email (usual

🏠 > Email Addresses

### Create email forward

This address forwards received email directly to the destinations you specify. Email forwarding is not a separate mailbox. You cannot send email from this address and incoming email does not pass through a spam filter. If you want to do this, create a mailbox with this address and set up forwarders for it afterwards.

E-Mail  @ [Select available domain](#)

Forward e-mails Automatically forward all incoming e-mails to the following e-mail address(es):

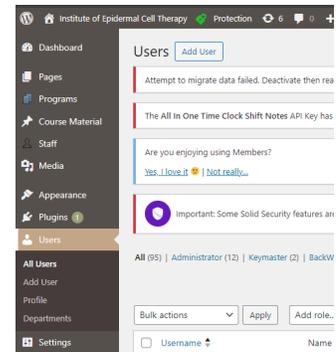
[> Add Forwarding Target \(9 still available\)](#)

format is "seriect\_ \_ [@gmail.com](#)")

9. Select "Save"

## Create a user login for [epidermalcelltherapy.com](https://epidermalcelltherapy.com)

1. See [instructions for accessing dashboard](#) of [epidermalcelltherapy.com](https://epidermalcelltherapy.com)
2. On the left menu, you will see an option for "Users"
3. Click "Add User" from the left menu - or - click the "Add User" button that shows up after clicking anywhere "Users" on the left menu
4. Enter the irect email as the Username and email
5. Enter the students first and last name



## IECT instructions - Website tasks

6. Enter a password that follows this example, using capital letters, a symbol, and 2 numbers:
  - a. **Sally Esthetician** started at IECT in **2025**. Her password is **SE@iect25**
7. Scroll down to “User Roles”
8. The Subscriber role should be pre-selected. Select Employee (for Time Clock plugin) and Student also.
9. Select “Add User” button to create login.
10. Do not save password for new user under your admin login

Forum - User Timezone Select a city

User Roles

- Employee
- Shifted Former Staff
- Instructor
- Manager
- Shop manager
- Student
- Subscriber
- Time Clock Admin

Add User

## Add content access for user login on [epidermalcelltherapy.com](http://epidermalcelltherapy.com)

1. See [instructions for accessing dashboard](#) of [epidermalcelltherapy.com](http://epidermalcelltherapy.com)
2. On the left menu, you will see an option for “Users.” Select “All Users”
3. Type user name or email into the search field and select “Search Users” to bring up a specific user.

The screenshot shows the WordPress Users management interface. The left sidebar has the 'Users' menu selected. The main content area displays search results for the user 'student'. A table lists user details including Name, Email, Roles, Posts, Completion, and Feedback. The 'student' user is selected with a checkmark in the first column.

Username	Name	Email	Roles	Posts	Completion	Feedback	Groups
<input checked="" type="checkbox"/>	student	IECT Student	student@vaie.org	Student, Subscriber	0	Basic Esthetics: 2 / 48 (4.2%) Blood Exposure: 0 / 5 (0%) Esthetics Assignments: 0 / 20 (0%) Esthetics Protocol: 0 / 25 (0%) IECT Course Catalog: 0 / 19 (0%) Master Esthetics Protocol: 0 / 25 (0%)	0 / 25 posts

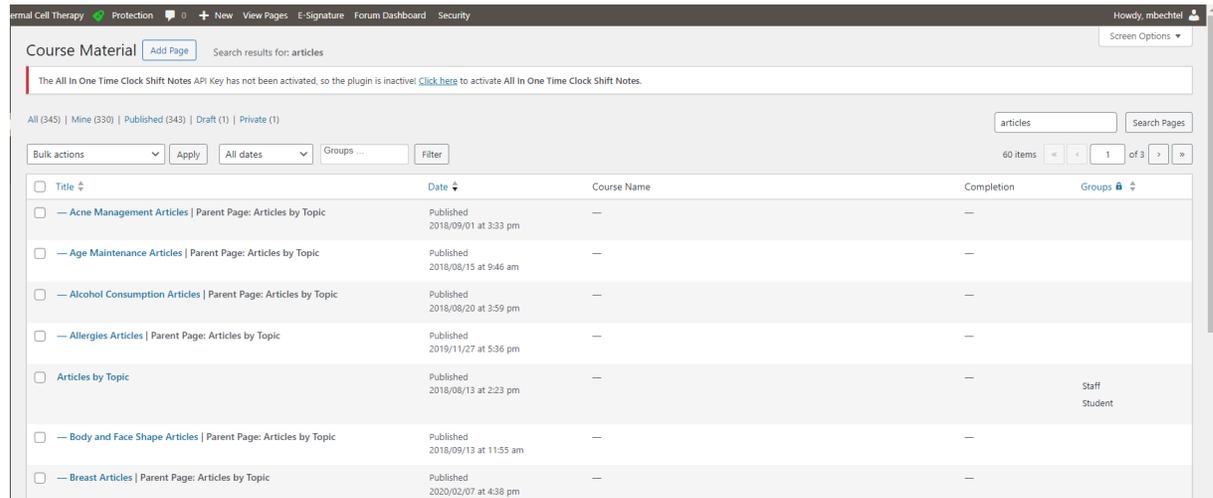
4. Select box next to Student Username.
5. In the “Choose groups...” field, select the appropriate groups to access (e.g. Registered, Basic Esthetics, Student). Then hit the “Apply” button.

The close-up screenshot shows the 'Choose groups...' field in the WordPress Users management interface. The field contains three selected groups: 'Basic Esthetics', 'Registered', and 'Student'. The 'Apply' button is visible next to the field.

Roles	Posts	Completion	Feedback
Student, Subscriber	0	Basic Esthetics: 2 / 48 (4.2%) Blood Exposure: 0 / 5 (0%) Esthetics Assignments: 0 / 20 (0%) Esthetics Protocol: 0 / 25 (0%)	0 / 25 posts

## Post (discussion) articles on [epidermalcelltherapy.com](http://epidermalcelltherapy.com)

1. See [instructions for accessing dashboard](#) of [epidermalcelltherapy.com](http://epidermalcelltherapy.com)
2. On the left menu, select the option for “Course Material.”
3. Use the search function to find the page: Articles by Topic



4. Hover over the Articles by Topic page. You will see an option for “View.” Hold down the Ctrl button while clicking “View” to open this page in a new tab.
5. Choose the Topic or subtopic that best fits the article you are posting. This will open the corresponding page.
6. From the narrow header at the top, select “Edit page.” (Do not duplicate)



7. Copy (Windows: “Ctrl + C” or Mac: “Command (⌘) + C”) the headline of the article.

- Find the location on the page with the subtopic that your article best fits. By hovering over a specific spot, WordPress bring up a pop-up to "Add block."

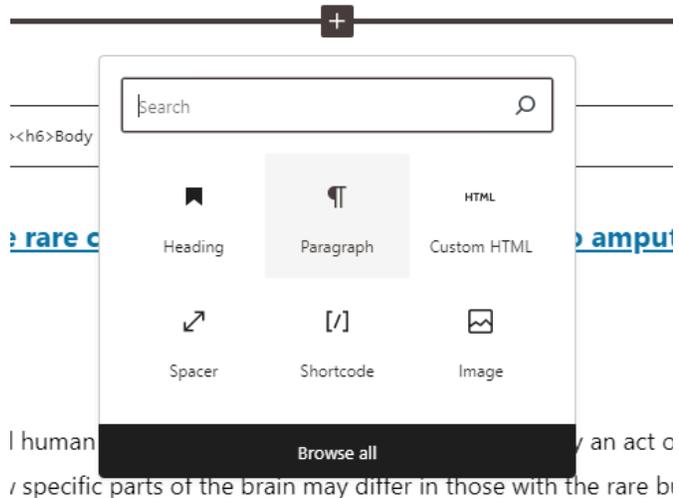
This mental health awareness day, we explore how increased body scrutiny and the pursuit of body perfection manifests psychologically and physically...[Read Full Story](#)

Bigorexia



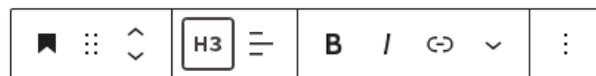
### [Understanding the rare condition that makes people want to amputate their own limbs](#)

- Select the Heading block to add a Heading.
- Paste (Windows: "Ctrl + V" or Mac: "Command (⌘) + V") the headline of the article.



- Change the heading level to H3.

perfection manifests psychologically and physically...[Re:](#)

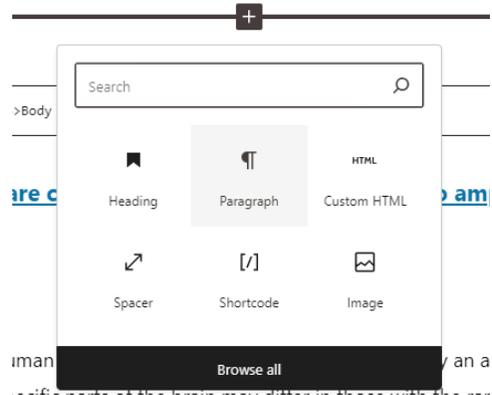


### **Here's How to Talk To Your Kids About "Bigorexia" The Rise In Young Men**

- Next Copy a short snippet of text from the article (less than a paragraph is generally best).

## IECT instructions - Website tasks

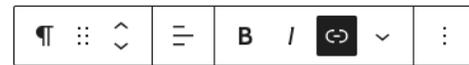
13. Hover your cursor just under the article heading. WordPress will bring up a pop-up to “Add block.”
14. From the “Add Block” pop-up, select the Paragraph block.
15. Paste the text snippet from the article into the paragraph block.



16. Hit “Enter” on your keyboard to create the next paragraph. Type “Read Full Story.”

17. Copy the address of the article.
18. Select the text “Read Full Story”
19. From the text pop-up, click the link button in the pop-up box button to create a text link.

common disorders like anorexia. But experts warn a

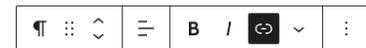


20. Paste the website address into the field and hit enter.

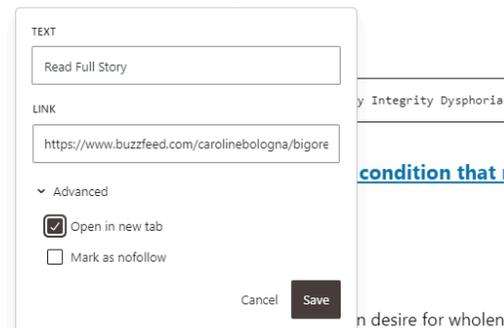


21. You may choose to hit the edit button (pencil icon) and then check the box for “Open in new tab.” This will allow users to open the article webpage without losing their place on [epidermalcelltherapy.com](http://epidermalcelltherapy.com)

common disorders like anorexia. But experts war



[Read Full Story](#)



22. Hit the **Save** button.
23. Select the article heading, and repeat steps 19-22 to make the heading a link.
24. Click the button in the upper right corner of the editable webpage to **Save** the page. THIS IS VERY IMPORTANT.

25. You can hit the “View page” button near the Save button to open your saved webpage in a new tab.

