

HOUSES CAN NOW UPDATE THEIR OWN VACANCY INFORMATION

The new website, www.oxfordhouse.org was set up so that houses themselves could take control of updating vacancies and uploading house photos.

For those of you who have not ventured into the website before now, below are instructions on how to get online to update individual house information.

(1) To get onto the website, go to web address: www.oxfordhouse.org/update and you will see a screen that asks you for your house name and password

(2) Find your house in the list on the update page and click on it

(3) Perhaps your house has been assigned a password but if not call Mollie at 1-800-689-6411 or e-mail her at oxfordhouse2@sc.rr.com and ask her to generate a new password from the random generator. When you have your password, put it into the second box in the screen

(4) If everything is working correctly after you put in your house name and password, you will see four boxes from which to choose;

- **Update vacancies/change password/upload house photo and report errors or changes.**
- **To change password, this option only creates a new but probably longer random string of numbers/letters than your current password. It will not change your password to a word of your choice.**
- **To update vacancies, click on that option, find your house on the list, and then change the number of vacancies to reflect what is going on at the house.**
- **To upload a picture, go to the bottom of the page where it says "Select file" and click on a digital photo of your house that has been filed on your computer.**
- **To report errors or changes, study the basic information on your house to see if it is correct. If it is not, make the changes on the section "Enter Changes to be made" box. The changes are automatically sent to the World Services Office personnel who update the Database from which the website listings are derived.**