

Employee Technology Guide

Welcome to the Hazleton Area School District

1. **All new employees must submit a User Account Form prior to being granted access to Technology Resources:** [hasdk12.org>departments>technology>forms> User Request Form](http://hasdk12.org/departments/technology/forms/UserRequestForm)
2. **Submit a technology request through building or department site person.**
3. **Once new accounts are setup communication will be sent through building or department site person.**

Every HASD employee is assigned a Network Login ID/User name to access information technology resources such as email, the network, printers, and other job related online resources. Your Network Login ID/User name will remain the same during your employment with HASD. (Unless marital status changes)

Logging In to a District Computer

From a district computer perform the following steps:

1. Press the Ctrl Alt Delete keys on the computer to bring up a login screen.
2. Agree to any acceptable use disclosures
3. Enter your username (last name + first initial of first name)
4. Enter your password.
5. Check the domain name: **HASD**

***New Employee default password is changeme**

Passwords

These are the primary systems at HASD that require the use of an assigned Username

They are:

- HASD computer network access (expires every 90 days)
- Email (expires every 90 days)
- Power School (Student Information System)
- Schoolwires (Website login)

***Changing password will be explained upon creation of user ID**

It is recommended that users change their passwords periodically to ensure security. Do not use common personal information as your password, such as your name or nickname.

Requesting Technology Procedures Assistance

1. Contact building or department Site person
2. **Phone 459-3111 Extension 4357 (HELP)**
3. Email - requests@hasdk12.org

Our Help Desk is the first contact for any technology related request or challenge. Our skilled technicians will attempt to resolve issues with the first phone call. Faculty and staff issues requiring an in-person visit will be handled as soon as possible. Work orders are handled in the order received. Priority is given to any request involving instruction or mission critical areas in order to help ensure services are maintained so students, faculty and staff of HASD.

HASD Website

The HASD website, www.hasdk12.org is your portal to many district resources including; policies, employment information, teacher web pages, department information, school calendar, etc.)

Using Network Drives

Any files saved on an office hard drive other than to my documents location or desktop will not be available to you off-site, users may work from flash drives or recordable media while not on campus, the network from another machine. In addition to your computer's hard drives (C: and D:) you also have access to network drives when logging in from any district computer. For most users the U: and S: drives are important drive mappings.

The U: drive is the logged in user's personal space (home directory) on the HASD network. Only the logged in user has rights to view, create, and delete files here.

The S: Drive: Often called the department secure shared drive folders are located on the S: drive of the HASD network.

Network drives are backed up on a regular basis by Technology. Student Computers are configured to erase all personal files when a user logs off.

Off-site Wireless Access

Staff and Faculty notebook computers are permitted to join outside networks at the user's discretion. This is not supported by the technology department.

USE OF SCHOOL-OWNED COMPUTERS

(Policy 815.1. USE OF SCHOOL-OWNED LAPTOP COMPUTERS)

The Board authorizes district-owned laptop computers to be used off school property if said equipment is being used as a tool to enhance work performance and improve the instructional process. If equipment is assigned to a specific individual, that individual shall be fully liable for loss of equipment and excessive damage during the period of use. This equipment shall be used only by authorized district employees.

The building principal or specific program director may grant the use of equipment after school or during the summer. If equipment is used during the summer months, an authorization form must be signed and provided to the Fixed Asset Coordinator.

The district's Fixed asset Coordinator and Office of Security Operations shall conduct a semi-annual inspection of all equipment. A random inspection of the equipment may be conducted anytime at the district's discretion.

The user shall be responsible for loss of equipment as a result of fire, theft, excessive damage, etc., not covered by the district's equipment maintenance contract. The replacement cost shall be determined based on the present market value of the item, not to exceed the original purchase price of the item.

Issues related to malfunction or damage to equipment covered under the district's equipment maintenance policy must be reported to the appropriate department within a timely manner, not to exceed one (1) week or five (5) working days.

***Personal computer/devices are not allowed on the HASD network.**

****Turning in computers annually maybe required for system & program updates.**

Power School

The Power School) system is the district's administrative database housing official student information on students, accessible both on and off site.

To Access eSchool Solutions/ Smartfind Express

From HASD home page www.hasdk12.org
(Employee \Substitute-Management System)

1. Login to *Smartfind Express* using social security user id and assigned password. 2. The Smartfind Express Menu is displayed.

Phone System / Voicemail

Guides to voicemail are located at, hasdk12.org>departments>technology> from help documents select Cisco phone or voicemail guide.

Extension Dialing in district Buildings

- While in district classroom a call can be placed within that specific building by dialing the 5 digit extension.
- If outside access is required from a classroom phone an individual PIN number must be requested from Technology and approved by Administration.
- Calls placed from office phones can dial any district phone number using the 4 or 5 digit extension.
- To dial a number outer district you need to dial # to get an outside line and then dial the remaining numbers. This is available only in office area locations.

Cisco Unity - Setting Up Your Voicemail

1. Press the "messages" button or dial 6000 on your Cisco phone
 - a. If you hear- "enter your password followed by #". This means you do have a new Voice mail account and should proceed with the enrollment process (go to 2. below).
 - b. If you hear - "hello Cisco Unity messaging system,". This means you do not have a new Voice mail account.
2. Enter in the default password – "12345" followed by "#".
3. After password is entered, the enrollment process will start. Please listen to all instructions and record only what is asked.
 - a. When asked to record your name, please be sure to record just your first and last name. For the main building line, please record the Building name only.
 - b. After recording the name, the next step will allow you to record a greeting. Most users will accept the default and move on to finish enrollment (keeping in mind that you can always go back in and record the greeting).
 - c. The next step will allow you to enter in your password.
 - d. Listing in the Directory, leave as default.

Accessing Your Mailbox

Messages can be retrieved from any telephone with touchtone. From your office phone press message button or dial 6000 enter password Press #

Access voice mail from outside district

1. Access voice mail by dialing 459-3221 press * # *
2. Prompt: "Mail Box" Enter: your 4 or 5-digit extension number and # sign
3. Prompt: —Password Enter: your password and # sign

Changing Your Name

The system plays your name whenever you enter your mailbox and when someone is sending you a message using the send option.

To change the recorded name at the main menu, press 4 for Personal Options

1. press 3 for Greetings
2. press 2 for Record Your Name
3. follow the prompts

To Change a Password

1. From your office phone press message button or dial 6000 enter password Press #
2. Enter 4 3 1
3. Prompt: —To authorize the change please enter your old password|| Enter: your 4-digit extension number and #.

4. Prompt: —Enter your new password|| Enter: the password you want to use (up to 16 digits) and the #.
5. Prompt: —Enter your new password again followed by the # — Enter: the new password you chose (this password cannot be too simple or it will be rejected for example, it cannot be 123456).

To Reserve Administration Conference Room or Technology Resource:

Online scheduling is available through HASD email and calendar:

1. You must be a registered user of the system to make reservations. If you will be making a number of room reservations as a part of your job, contact Jamie Schnee 459-3111 x3106 to verify availability.
2. Send a calendar request to Jamie Schnee
3. Webinar, Video Conference, Teleconference, Conference Call requires scheduling with technology. **(Administration Building Only)**
4. To reserve a technology resource (Projector, Laptop, etc.) a technology helpdesk request must be entered.

HASD E-mail

How to Access E-mail

Web Mail is used to access e-mail or calendar from any location with internet access.

1. Open the HASD website at www.hasdk12.org
 2. Click on Staff email under Site Shortcuts
 4. OR, type <http://mail.hasdk12.org> to directly access Web Mail
 5. Login using your network user name and password.
- HASD uses Microsoft Outlook e-mail software.

- All HASD employees are automatically issued an HASD email account.
- A Microsoft Quick Guide is available at <http://office.microsoft.com/en-us/outlook/FX100647191033.aspx>

What Software / Formats Are Used on Campus?

- District computers are using Microsoft Office Suite 2007. Files created and saved in 2007 formats can require a conversion or save in 97-2003 format to be accessed by non-2007 users.

To Load New Software

Loading software requires Technology Assistance refer to Policy: 815.3. SOFTWARE LICENSING, APPROVAL AND INSTALLATION

Media Production

Telecommunications & Media Production staff work with producing, developing, and duplicating audio and video learning materials. Contact Chris Peiser HACC instructor for media production assistance 459-3221 HACC Main Office Ext 82500 Transfer to Room C17 (Ext. 82317).

Common Tools & Links

HASD website: <http://www.hasdk12.org>

Help Desk: (570)459-3221 x3957 or email requests@hasdk12.org

Web Mail: <http://mail.hasdk12.org>

Common Forms

Systems Request Form

HASD Internet Filter Acceptance Form

Employee Internet & Email Access Consent Form

Technology Department Contacts and Information:

<http://www.hasdk12.org>departments>technology>

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