New Teacher Information Instructional Technology

All new users to Edgewood are require to sign an acceptable user policy (AUP) when completing their new-hire paperwork. Completing the AUP also begins the process for the Technology Department to create an email address and computer profile needed to log into computers in EISD. Once your email account has been created, you are ready to log into a computer to create a computer profile.

To create a profile on a computer, go to the log-in screen and type in your email address in the username field. This typically is firstname.lastname. Then type in the word "password" as the password. Use all lower-case, without the quotes. You will be prompted to change your password immediately. This is the only time you will need to do this. You can then log into any computer using these credentials and the new password you created.

To self-register on SchoolWires, ask your campus ITF to submit your name and email address to the PR Department. Be sure to use your eisd email address since this is how the program assigns rights and credentials. Click the submit button. It is a good idea to use the first part of the eisd email address as the username for SchoolWires and the same password you chose for logging into your computer profile.

To manage a web after it has been assigned, log into SchoolWires using the username and password you created, browse to your web, then select the MANAGE link on the upper right side of the screen. The MANAGE link will not appear until you are on the web that you have the credentials to manage. Your Campus Instructional Technology Facilitator will create a subweb for you and assign it to you to manage. This subweb is part of your technology competencies that will need to be submitted by the end of this school year. Training will take place at a later date.

To log into your webmail, open a browser and go to www.eisd.net. Click on the EMAIL link on the upper left side of the screen, type in the first half of your email address (do not include @eisd.net), type in the password you created when you logged into the computer for the first time, If you are on a classroom computer or laptop, select "This is a private computer," otherwise, select that it is a public computer. Click on the Sign-in button. Your email will be viewable in the next screen. Accounts are limited to 400Megs of data. Outlook Webmail can be accessed from any computer in the world. Be sure to sign out when finished.

- To add an email account to Outlook on the desktop, double click the Outlook icon and follow the prompts. Data and mail downloaded to Outlook on the desktop can only be accessed on the computer that is configured for email.
- To configure your smartphone to send and receive district email, please contact the Technology Dept. @ 7970 to make arrangements or stop by the department to get your phone configured.

To access Staff Resources and online programs for teachers, open a browser and go to www.eisd.net. Sign in to SchoolWires by clicking on the SIGN IN link on the upper right side of the browser. Enter the username/password you created. Hover over the *Staff Resources* link on the dark channel bar, and then select *Staff Links*. The page will open with links to txGradebook, Eduphoria, Edusoft, TEKS Resource, STaR Chart, Project Share, and TLC Simple K-12 online learning.

To Access Simple K-12 for online learning and professional development, follow the directions to log into Staff Resources above, then click on the **Teacher Learning Community** icon. The web site will open in a new browser. Type in your full eisd email address, then use your eisd employee ID number as the password. Please do not change your email address to a non-eisd account or we will not be able to access the data from this account. Simple K-12 Learning Communities is a fantastic place to demonstrate your technology proficiencies and get self-administered professional development at no cost to you.

To submit a Technology Work order, log into a computer, launch a web browser, browse to www.eisd.net and hover over *Staff Resources* in the channel bar. Scroll down to *Help Desk* in the dropdown menu and click. Log in using your full email address and password. Type in the work order request by clicking on the dropdown menus and following the prompts.

For assistance with technology integration, iPad & Promethean Board assistance, and lesson plan ideas… please see the Instructional Technology Facilitator assigned to your campus.