MSBSD EMPLOYEES

YOUR COMPUTER ACCOUNTS

Visit *Employee Quick Links* to log into these accounts
Questions on a specific system? *Submit a training ticket*.

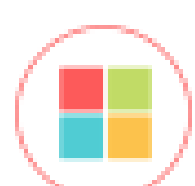**MATANUSKA SUSITNA** BOROUGH SCHOOL DISTRICT

MAIN NETWORK ACCOUNTS (Example Employee ID = 12345)

Network Account: This is your main district account and many of your other accounts will be synched to this. Your network credentials will be: Username = employee initials+0+EmployeeID (ex. ab012345. Initial Passphrase = Matsuk12.

Password Recovery Tool: Use to reset your network password and set up your password recovery tools.
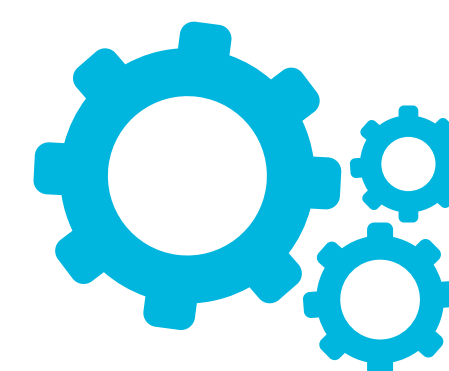
Office 365: Office 365 applications include Outlook Email, Office Apps, Teams (collaboration), OneDrive (Cloud storage) & OneNote (digital notebook)

GoogleMSBSD: All employees & students have a Google account. Google applications include Gmail, Google Drive, Google Classroom, Meet.

MAJOR DISTRICT SYSTEMS

Synergy: Our Student Information System (SIS) - All student data is located here. Office Staff and Instructional staff will use this system.

Munis: Our Business & Financial System - Principals, Admin Secretaries & Admin staff will use Munis.

Blackboard: Communication tools - District Website, Mobile App, Mass Messaging & Teacher Messaging.

Team Dynamix (TDX): Support Ticket System & Knowledge Base - Enter support tickets to departments & find help for systems & applications. All staff will use this system.
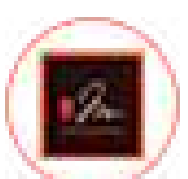
TAKING CARE OF BUSINESS

Accounts to do personal business....

Frontline: Substitute Placement, Absence Management & Professional Development.

Adobe Sign: PDF and e-signature solution, primarily used by HR and Payroll.

Safe Schools: District Mandated Training Software.

Baraccuda: Manage your MSBSD Email Spam settings.

Munis Self Serve: Access personal and payroll documents.

My Mileage: Use to calculate and report mileage for reimbursement.

Paper Cut: Print Management Tool used on all district network printers.

KnowB4: Phishing and spam email training utility managed by IT.

Data Cove: Email Archiving Solution. Find old Outlook emails here.

DOWNLOAD THIS DOCUMENT AT WWW.MATSUK12.US/ITACCOUNTS
You may use Other systems based on your job
Teachers visit www.matsuk12.us/TQL

HINTS, TIPS & HELP!

TIPS

Account Tips

When do I use @ad.matsuk12.us vs. @apps.matsuk12.us?
- These are the MSBSD Microsoft (@ad) and Google (@apps) domains.
- <u>When in doubt, try without!</u> Most of our accounts will use your network username only. Ex, ab012345
- See 'Sign into your Organization Account'? Append you network username with @ad.matsuk12.us.
- Logging into a Chromebook or Google app? Use @apps.matsuk12.us

Tell me about my email?
- Your official staff email is Outlook, but you also have a gmail account!
- Your Outlook email address is first.last@matsuk12.us. Ex. mickey.mouse@matsuk12.us
- Your Google email address is your username@apps.matsuk12.us. Ex. ab012345@apps.matsuk12.us
- Don't want to check both? You can set a rule in your google email to <u>forward email to your outlook account</u>.

Who do I call?:
- <u>Help Page KB</u> shows you resources you can call for all Account/Computer help.
- <u>Phone-a-Friend KB</u> shows you resources specific to Synergy.

Computer Tips

What wireless network should I join when I am at a district facility?
- Staff should join the 8021X_MSBSD wireless network. Guest_MSBSD network is for non-district devices.

Web Browser recommendations:
- Chrome is the recommended browser for all MSBSD applications
- When having issues with any web applications always try clearing your browser cache. <u>See KB Article</u>
  - Synergy allow one browser connection at a time. Use SIGN OUT button, clear cache if you get the error.

What is the Sub Folder on my desktop?:
- It is a folder that will be on the desktop no matter who is logged into that computer. Teacher can save documents and files there for their sub to use in their lesson plans.

Windows computer vs Chromebook:
- Windows computers have Windows 10 and Chromebooks have a chromeOS...

Network Account Credentials: Username = ab012345 & Passphrase = Employee Created

ACCOUNT	CREDENTIALS
Password Recovery	Network Credentials
Office 365	ab012345@ad.matsuk12.us
Google MSBSD	ab012345@apps.matsuk12.us
Synergy	Network Credentials
Munis	Network Credentials
Blackboard	Network Credentials
TeamDynamix (TDX)	Network Credentials
Munis Self Serve	Network Credentials

ACCOUNT	CREDENTIALS
Frontline	ab012345@ad.matsuk12.us
Adobe Sign	ab012345@ad.matsuk12.us
Safe Schools	Network Credentials
Baraccuda	first.last@matsuk12.us
My Mileage	ab012345@ad.matsuk12.us
Paper Cut	Network Credentials
KnowB4	first.last@matsuk12.us
Data Cove	Network Credentials