

PCHS New Staff Checklist and Resources

Welcome to Panther Creek! We have compiled a checklist and resources to help guide you through your technology needs as you get started.

Checklist

- ☐ You will receive an email (to the email address you used when you applied) from wakeidadmin@wcpss.net with your username which is called your Wake ID. Once you have your username, follow [these directions](#) to [claim your Wake ID](#) and change your password.
 - ☐ Log in to Wake ID Portal and your school computer ([How to Log in the First Time](#))
 - ☐ You are required to set up Duo (multi-factor authentication) to log into the Wake ID portal. [About Duo](#) (multi-factor authentication)
 - ☐ To get:
 - ☐ Your 6-digit WCPSS employee ID #
 - ☐ Your 10-digit NcEdCloud/PowerSchool # (if you transferred from another NC school, the number stays the same)
- EITHER, log into your WakeID>Click on Oracle>WCS Employee Self Service>Personal Information.
OR, email our lead secretary, Elizabeth Dabney (edabney@wcpss.net) or one of the media coordinators, Sharon Purucker (spurucker@wcpss.net) or Barb Flohr (bflohr@wcpss.net)
- ☐ Set up/log into PowerSchool and Canvas (NOTE: sometimes this can take several days after your first day especially if you transferred from another NC school)
 - ☐ Install printers on your laptop ([Installing Printer Directions](#)) There are shared printers on each hallway. Find the room number of the closest one to install
 - ☐ Email our copy person, Joy Jenkins (jjenkins@wcpss.net) to get set up on the Canon copier(s)
 - ☐ Email our assistant principal, Grey Mangum (tmangum2@wcpss.net) and ask to be added to our PCHS Staff Canvas Site (if he has not already added you)
 - ☐ Email or stop by the Media Center to see our Media Specialist, Sharon Purucker (spurucker@wcpss.net) and Barb Flohr (bflohr@wcpss.net) to:
 - ☐ Request a document camera for your classroom (if desired)
 - ☐ Request technology help
 - ☐ Set up a time to collaborate
 - ☐ Add important apps on WakeID Portal (click + at top of screen to open App Library)
 - ☐ PowerSchool (found inside NCedCloud)
 - ☐ Absence Management (this is for teachers' absences. Click the + at the top of the WakeID Portal to find this or other apps)

Resources

- [Assigned technology and media center use](#)
- [Media Center for Staff Page](#)
- [WCPSS Canvas Resources](#)
- [WCPSS Classroom Technology Update](#)
- [Reset student desktop passwords \(usually CTE\)](#)