

Kelly Services Substitutes -Technology Quick Start Guide

Daily Substitutes			
District Accounts	Email Access	Copier-Printer Access	Device Access
<p>1. Each substitute associated with LPS will receive a District account. The account will start with a T along with a number.</p> <p>2. Accounts will remain active for substitutes working at LPS on a regular basis. For those that do not, the accounts will be deactivated.</p> <p>3. If you are unable to login, it may be because your account was deactivated. Please contact the help desk at 736-7078 for assistance.</p>	<p>1. To access email, substitutes will go to gmail.com and logon with their t-number@lps53.org and password.</p> <p>2. If you do not know your password or get locked out, please contact the helpdesk at 736-7078. Substitutes will need to provide their Kelly Services PIN number. That number is used to reference who you are.</p>	<p>1. There are checkout badges in the office for copier access.</p> <p>2. Badges need to be returned to the office when no longer using the copier.</p> <p>3. If a document needs to be printed, please email the document to LPS employee. They will be able to print it.</p>	<p>1. Substitutes are able to check out a laptop from the building Library Media Center (LMC).</p> <p>2. The device is to be checked in and out each day from the LMC.</p>

Long-Term Substitutes				
District Accounts	Email Access	Badges	Copier-Printer Access	Device Access
<p>1. Each long-term substitute associated with LPS will receive a District account. The account will start with a T along with a number.</p>	<p>1. To access email substitutes will go to gmail.com and logon with their t-number@lps53.org and password.</p> <p>2. If you do not know your password or get locked out, please contact the helpdesk at (816) 736-7078. Substitutes will need to provide their Kelly Services employee number. That number is used to reference who you are.</p>	<p>1. Badges will be assigned to long-term substitutes and can be picked up from your assigned building administrative assistant.</p> <p>2. Badges can be utilized to gain access to assigned school buildings.</p> <p>3. Badges can be utilized to use the building copier and printer.</p> <p>4. Badges are to be returned to DAC or the building administrative assistant when the teaching assignment has ended.</p>	<p>1. Long-term substitutes will utilize their assigned badge for copier/printer access.</p> <p>2. Long-term substitutes will be able to send documents to the printer from their laptop.</p>	<p>1. Long-term substitutes will be assigned a device to use during the teaching assignment. Technology will deliver the device to the long-term sub assigned building.</p> <p>2. The device must be checked back into the LMC when the teaching assignment is complete.</p>

Zoom Information:

1. Go to <https://lps53-org.zoom.us>
2. Click on Sign In (Configure your account)
3. Sign in with your LPS District Google account when prompted and follow the instructions.
4. After your account has been created, always logon to Zoom with the "Sign in with Google" button on the page. You will not enter an email address but you will need to be logged into your Liberty Google account with the browser you are using before signing into Zoom. For assistance, you can contact our helpdesk at (816) 736-7078.

NOTE: District tutorials can be found on the Technology webpage at <https://www.lps53.org/technology>.