Technology Cheat Sheet

- **Windows Login** and **Employee Self-Service**
  - Windows Login can be accessed by turning on any district computer
  - Employee Self-Service can be accessed via the **Staff Tab**
  - Network Username and Password
    - Username: First letter of your first name and first six letters of your last name
    - Password: Your initial password is **Password1**
    - Available approximately 1 week before your start date
- **AESOP**
  - AESOP can be accessed via the **Staff Tab**
  - AESOP Username and Password
    - Username: You create this when you first register
    - Password: You create this when you first register
    - Available approximately 1 week before your start date
- **PowerSchools/Talent Ed Perform** (Evaluations)
  - Perform can be accessed via the **Staff Tab**
  - Perform Username and Password
    - Username: Your 6 digit employee #
    - Password: You create this when you first log in
    - Available approximately 1 week before your start date
- **Centricity**
  - Centricity can be accessed by clicking **SIGN IN** on the district website (top right)
  - Centricity Username and Password
    - Username: Your 6 digit employee #
    - Password: Your initial password is **Washington6**
    - This account is created prior to your orientation date
- **Office 365**
  - Office 365 can be accessed via the **Staff Tab** or by clicking on **EMAIL**
  - Office 365 Username and Password
    - Username: Your full district email address
    - Password: Same as network password (For Windows Login and ESS)
    - Available approximately 1 week before your start date
- **Synergy**
  - Synergy can be accessed via the **Staff Tab**
  - Synergy Username and Password
    - Username: First letter of your first name and first six letters of your last name
    - Password: You create this when you first log in
    - Available approximately 1 week before your start date
- **Technology Handbook**
  - Log in to Centricity, Go to Departments -> Human Resources -> Staff Resources
    - Click on **Technology Handbook for Teachers**

Help Desk – 602-347-2865 or helpdesk@wesdschools.org

Human Resources – 602-347-2668 or humanresources@wesdschools.org

Payroll – payroll@wesdschools.org