

Summer 2023 New Staff Induction Technology Training

Introduction - **Jim Schlichting** Technology Department

PHSD Applications - **Jim 12:30pm**

- Google Chrome - Staff / Student CHROMEBOOKS - bookmarks (students have managed bookmarks)
- Google Admin - google safe search, filtered YouTube (approve GC Teacher), apps/extensions
- Google Drive - individual and shared folders
- Google Shared Drives
- Papercut - printing/copying (more details later)
- Google Classroom - Youtube approval

Email/Google Apps - **Jim 12:30pm**

- www.google.com
- Google Waffle (9 dots)

[Tech Department Web Page](#) - **Jim and Carole Markey 12:30pm**

- <https://sites.google.com/pleasanthillschools.com/phsd-tech>
- Phone and voice mail set up - voice PIN 64080 (set up recorded name and greeting)
- Student Chromebook Repair form
-<https://forms.gle/8UT5Cby9mHYRNUo76>
- 1:1 Chromebook Guidelines (provide link)

Tools4Ever - **Andrew Guyer 12:45am**

- Allows users to reset their own passwords
- Also "syncs" network and Google accounts
- reset.phr3.org

Network Security - **Andrew 1pm**

- Securly - Content Filter, Auditor
- Firewall - MERAKI (New summer 2023)
- Trend Micro Antivirus - PC Only (no A/V for CB)
- Google - Multifactor Authentication
- Google Sites - Block ALL, Allow what is needed (whitelist)

Building Wireless Connection - **Andrew 1:15pm**

- District devices are connected 24/7 - SSID: PHStaff
- Personal Devices cannot connect to staff PHStaff.

- Guest Network is available after school hours (2:40 pm to 7:15am)
SSID: PHGuest
- Password: roosters

Papercut - Printing/Copying - Andrew and Ben Anderson 1:15pm

- Printing from Staff Chromebooks
- Printing from Student Chromebooks
- Printing from Windows Devices
- Making Copies

Access Control - Ben 1:30pm

- The Tech Dept maintains and supports badge access to all buildings
- Tech works with buildings to set up door schedules

Online Safety Training Requirements - Ben 1:30pm

- Tech has sent these out. Should have been received on July 1 for all staff.

SIS Login - Ashley Gardner 1:40 pm

- Log in at www.teacherease.com
- Sign In with Google
- More training coming up during back to school and more details with building mentor

Technology & Maintenance Request - Tony Wade 1:45 pm

- Go to:
<https://rwork-phr3.rschooltoday.com/authentication/credential/login/>
- Click BECOME A REQUESTER - Use your Google username (first initial last name) for your username and set a password.
- One ticket per issue, thorough explanation

Human Resources - Weblink - Jim and Tina Fowler 2pm

To check on your sick leave balances, view and print paycheck stubs and W2 forms:

- weblink.phr3.org
- Username: first four letters of your last name followed by the first three letters of your first name; (ex: smitjoh)
- The set-up password: last four digits of your SSN - change first time logging in
- Questions regarding weblink go to Tina Fowler or Angela Filorio

Social Media and Web Resource Request Forms - Jim 2:15pm

- Any site you're using for your classroom with two way communication must be discussed with your building principal
- If your principal approves, then they will send you the link to the form which documents that you are setting up and maintaining the social media account
- School Account vs. Private Account - Social Media
- Web Resources -

<https://www.google.com/url?q=https%3A%2F%2Fsites.google.com%2Fpleasanthillschools.com%2Fclasswebsites-tos-approval%2Fhome&sa=D&sntz=1&usq=AFQjCNG6zWpiplz8LdYplwGQQCg9-j8LYg>

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