Technology Services

Welcome!

The mission of PCSD Technology Services is to provide the technology infrastructure for every student and teacher to be technology literate and utilize technology effectively as a vital component of the instructional program.

How will I log into the computer?

NOTE: You must first log into a computer within the district to establish your network account prior to logging into your email account. *Please allow 24 hours after your HR paperwork session for accounts to be created. Your site's secretarial staff will be provided with your login credentials.*

New User Credentials

Your user ID – Provided to your site's secretarial staff following your orientation session.
Your initial password - Is your first initial of your preferred name (uppercase) and your first initial of your last name (uppercase) and your employee ID number.
Example:

> Employee name: Anne Marie Winner | Employee ID: 00000
> User ID = (provided to you) Example: awinner
> Password = AW00000

Upon initial login, you will see a prompt requiring you to change the password. Utilize the password requirements listed on the home screen to select a secure password you can remember but others cannot guess. Never share your password.

How will I log into email?

NOTE: You must first log into a computer within the district to establish your network account prior to logging into your email account.

- Your email address is your user ID followed by **@paulding.k12.ga.us**

- From your desktop, you will use the Microsoft Outlook desktop client. (Enter your user credentials for a computer defined above, Login example: awinner and your password).

- For web access, you will use the web login from our district page www.paulding.k12.ga.us > Staff Dashboard > Email. Login example: awinner and your password. Note: According to your browser type and if logging in from outside the district, you may need to enter the full email address as your user ID. Example: awinner@paulding.k12.ga.us and your password.

Please visit our **Technology Resources** intranet page (link from public website http://www.paulding.k12.ga.us > Staff Dashboard > Staff Intranet > Technology Resources) for additional support information and resources. You utilize your network/email login for the staff intranet.

How will I log into Employee Online?

> The Employee Online portal provides pay stub, direct deposit, and benefits information and is located on both the public web site and intranet: PCSD public website www.paulding.k12.ga.us > Staff Dashboard > Employee Online.
> > User ID = your employee number
> > Password = your social security number
> > You will be prompted to change your password upon first login.

Where do I turn for help or ask questions?
Technology Support

- Our web help ticketing system prioritizes and routes requests for end users for quick response and identifies areas for improvement and training.   Open a Trouble Ticket from our intranet site: www.paulding.k12.ga.us > Staff Dashboard > Staff Intranet > Technology Resources. Click on the link Technology Help Desk - https://pcsd.jitbit.com/helpdesk/. Your username is your full email address and your password will be helpdesk.

Online Security Training

- Starting with the 2018/2019 school year all PCSD staff will be required to complete online security training within 30 days of their start date for the school year. Communication will be sent out by Human Resources including instructions on how to complete the training.