

MISD SUBSTITUTE TRAINING

Access to Mansfield ISD Resources



Google Drive



Outlook Email



Skyward
Business



Google
Drive

Online access
to documents and files



Skyward
Business

Online access to
pay and work history









Outlook
Email

District email account



A digital media management
system with video resources

Teacher Access vs. Substitute Access

Product	Teacher	Substitute
 Microsoft Outlook	✓	✓
 Eduphoria	✓	✓
	✓	✓
	✓	✓
	✓	✓ YouTube Education only
	✓	

BEFORE your first assignment

- ❖ Log in to a district computer before your first day of substituting
- ❖ Contact a school convenient to you to determine a day/time to use a school computer (such as the library)
- ❖ Use the log in credentials sent by **MISD Welcome email** from the substitute office
- ❖ Be sure to present your employee ID upon arrival at the

BEFORE your first assignment

1. Log in with the username and temporary password shared in the **Welcome to MISD** email

2. Follow the prompt to change the temporary password

3. Use the following guidelines when resetting your password

At least 8 characters that include 3 of the 4 listed below:

1. Uppercase

2. Lowercase

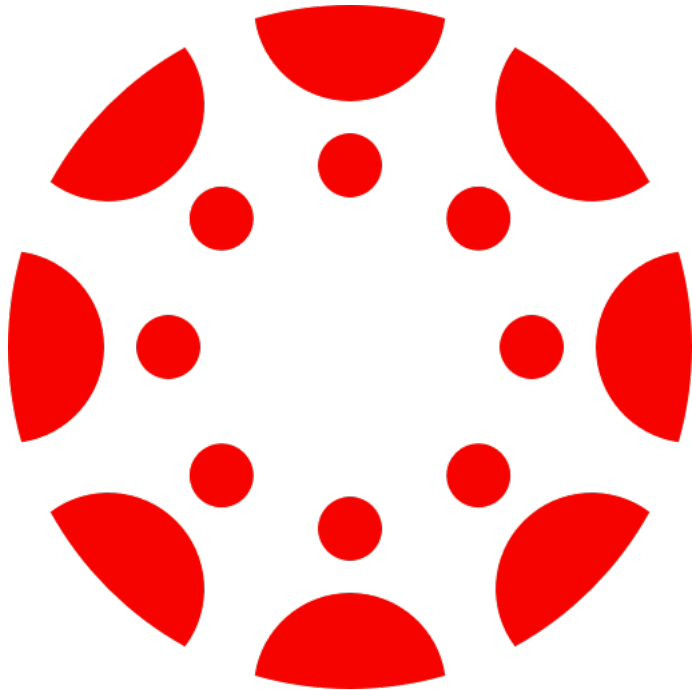
3. Numeric

4. Special, such as !, @, #, \$, * (found on the number row of the keyboard)

**None of your username is accepted in your password

MISD Substitute Technology Training

<https://mansfieldisd.instructure.com/courses/45962>



https://omaharentalads.com/explore/transparent-canvas-school/#gal_post_8170_transparent-canvas-school-3.png

This course is designed so users at any level can walk into a classroom and feel comfortable and should be accessed before your first assignment.



Google Chrome is compatible with Canvas.

Technology Help Desk
**817-299-help/
817-299-4357**

