Software Access Info for Staff

Welcome to the Madison Metropolitan School District!

As an MMSD staff member, there are several software applications available to you. Below you will find basic information about each of these applications, how to access them, and who to contact for support.

TABLE OF CONTENTS

ESSENTIALS FOR ALL STAFF

Employee Number (B Number)

What Is It?	Important Info	Where Do I Go for Support?
This is your 6-digit unique identifier. It drives your access to District email and software applications. Often referred to as your "b number".	Has a <u>lowercase</u> "b" added to the front of it to access most software (e.g. b123456) Remains the same throughout your employment or re-employment with the District	Human Resources reception: 608-663-1693 Email: mqcarr@madison.k12.wi.us Website: https://hr.madison.k12.wi.us/ask-hr

Network Password

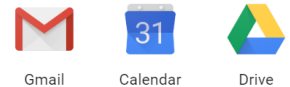| What Is It?	Important Info	Where Do I Go for Support?
Your MMSD password for: ● Computer/laptop login ● Email ● MMSD Staff-Only Webpages ● Most online tools used in the district (Infinite Campus, ClassLink, eduCLIMBER, Oasys, Data Dashboard, etc.)	default password: *"x[your 6-digit birthdate]X"* (i.e. "xmmddyyX") You will be prompted to change your password when accessing gmail. It's recommended to use a password you can easily remember. Keep your password safe! Note: Changing your Gmail password will change your network password.	Technical Services helpline: 608-663-5853 Submit a Help Desk Ticket

ZENworks Menu

What Is It?	Important Info	Where Do I Go for Support?
An easy-access hub for many MMSD Apps Also referred to as the "Novell Applications Window"	The ZENworks menu should automatically open on any district desktop or laptop while connected to MMSD wifi Outside of MMSD wifi, it's generally unavailable.	Technical Services helpline: 608-663-5853 Submit a Help Desk Ticket

Email Address & G Suite*

Gmail   Calendar   Drive

What Is It?	Important Info	Where Do I Go for Support?
Your district Gmail account, calendar, Google Drive, and other G Suite tools Typically your first initial, middle initial, and first 11 characters of your last name followed by "@madison.k12.wi.us" *(e.g. jsmith@madison.k12.wi.us)*	Login using your b number and MMSD Network password MMSD email can be accessed via the "email" link in upper-right of MMSD.org, on the ZENworks menu, or this link MMSD email can also be accessed on your phone via the Classlink App (see p.9 for more details on Classlink).	Login to Gmail, click the gear icon in the upper-right corner, then "Help", and select "Browse All Articles" Technical Services helpline: 608-663-5853 Submit a Help Desk Ticket

Important Note: Technical Services anticipates you will be logging into a District-networked computer the first time you access Gmail and other programs. You will be prompted to change your default network password the first time you log in. If you wish to access your email from home prior to logging into a District-networked

computer, you must click the "Change Password" link on the email login page. Your default network password will not work. Changing your Gmail password will change your network password.

Work Phone

What Is It?	Important Info	Where Do I Go for Support?
Your MMSD-assigned telephone Assigned by your supervisor Used for work-related phone calls and voicemail system	Staff should keep their phone number updated in our staff directory. Use this form to update. If you change rooms within a school or MMSD building, be sure to submit a work order (do NOT unplug and move your phone).	Cisco 8811 Phone Instructions Cisco 8821 WiFi Phone Instructions Please enter a work order in the new ticketing system by logging into ClassLink and select the "Phone-ID-Camera Work Orders" icon. For more detailed instructions for entering a Phone-ID-Camera work order, please click here.

Infinite Campus

What Is It?	Important Info	Where Do I Go for Support?
Infinite Campus (IC) is the District's student information system, used by teachers for entering attendance, assignments, and grades. IC is also our primary system for individual student information, such as parent contacts, addresses, transportation, assessment data, and other student information.	Login with your b number and network password Access IC from the ZENworks menu, or from the MMSD Staff Only site. The IC Parent Portal offers parents a platform for viewing their child's grades and other useful information.	Website: IC Staff Support Email: ichelp@madison.k12.wi.us

ZOOM

What Is It?	Important Info	Where Do I Go for Support?
Zoom is the District's video conferencing platform.	Login with your b number and network password Access Zoom from the ZENworks or ClassLink menu. Fill out the Zoom Form to link your Zoom to MMSD's pro account.	

ESSENTIALS FOR SELECT STAFF

Frontline Absence Management

What Is It?	Important Info	Where Do I Go for Support?
Frontline Absence Management (formerly *Aesop)* is an automated phone and web-based system to obtain a substitute to cover your absence (if needed for your position). Call or log in to Absence Management to enter an absence only for personal or family illness that prevents your attendance at work. The school secretary enters	**On the internet** **Username:** same as network login **Default password:** same as network login **Access:** <u>District computer</u>: click the "Frontline Dashboard" icon in your ZENworks window <u>Non-District computer:</u> click "Staff Only" on the bottom of the MMSD home page, and	After logging in to Absence Management, click "Help" in the upper-right corner, and select "Visit Learning Center" Contact the HR Substitute Placement Team: Latrice White suboffice@madison.k12.wi.us 608.663.1846

absences for all other reasons, which are planned in advance.	then the "Frontline Dashboard" icon **On your phone (subs only)** **ID:** Your phone number with area code, no punctuation (e.g. 6081234567) **PIN:** Randomly assigned **Phone:** 800-942-3767	Nansi Pettigrew suboffice@madison.k12.wi.us 608.663.1862

Frontline Professional Growth

What Is It?	Important Info	Where Do I Go for Support?
Frontline Professional Growth (formerly *My Learning Plan*) is evaluation software for Educator Effectiveness. It is an observation and evaluation management system which includes reflection and goal writing documents for educators.	**Username:** same as network login **Default password:** same as network login **Access:** <u>District computer</u>: click the "Frontline Dashboard" icon in your ZENworks window <u>Non-District computer</u>: click "Staff Only" on the bottom of the MMSD home page, and then the "Frontline Dashboard" icon	Visit the Educator Effectiveness page of the MMSD website Contact the Educator Effectiveness Strategists: Shawdi Nesbit, sknesbit@madison.k12.wi.us 608.501.0896 Stacy Ackerman seackerman@madison.k12.wi.us 608.501.2760

Oasys

What Is It?	Important Info	Where Do I Go for Support?

OASYS is a system to manage IEPs, progress reports, and forms for Special Education students. Updates from Infinite Campus data.	**Username:** your employee number, <u>with</u> the "b" (e.g. b123456) **Default password:** provided after you complete training **Access:** <u>District computer</u>: click the " OASYS" icon in your Novell Applications window <u>Non-District computer</u>: click "Staff Only" on the bottom of the MMSD home page, and then the "OASYS" icon	Student Services contacts teachers directly to provide training Special Education: Sarah McGee, 608-663-5942 stilton@madison.k12.wi.us

Library Media Center Catalogs (Destiny)

◊ **Follett**
Destiny

<u>What Is It?</u>	<u>Important Info</u>	<u>Where Do I Go for Support?</u>
Destiny is an online library catalog search tool.	To conduct a search, navigate to your school's webpage and select the "Catalog" tab on the upper left corner of the screen. **Username:** same as network login **Default password:** same as network login **Access:** <u>District computer</u>: click the " LMC Catalogs District" icon in your Novell Applications widow <u>Non-District computer</u>: click "Staff Only" on the bottom of the MMSD home page, and then the "LMC Catalogs-District" icon	After clicking the "Catalog" tab, select "How do I…" in the upper-right corner of the screen Integrated Supports: For technical support requests, contact Kristin Racchini, 608-663-5470 kmracchini@madison.k12.wi.us For all other support requests, contact Renae Ferraro, 608-663-1918 rjferraro@madison.k12.wi.us

Kronos (for hourly-paid staff only)

What Is It?	Important Info	Where Do I Go for Support?
Kronos is the time and attendance system used by the District to track time worked by hourly staff. Log in to Kronos to record when you start and end your work day.	Kronos New Employee Starter Kit **Username:** same as network login **Default password:** same as network login **Access:** District computer: click the "Kronos" icon in your ZENWorks or Classlink window non-District computer: click "Staff Only" on the bottom of the MMSD home page, and then the "Kronos" icon	MMSD Kronos Guidance For Login Issues contact Tech Services Help here **Payroll Contacts** Jennifer Trendel, (608) 663-5387 Laura Harrington, (608) 663-5372 Alice Bach, (608) 442-2812

OTHER HELPFUL TOOLS

ClassLink Menu

What Is It?	Important Info	Where Do I Go for Support?
An easy-access hub for many MMSD Apps ClassLink eliminates the need to sign in to each District app, and will eventually replace ZENworks	**Username:** your b number, including the "b" **Password:** your MMSD Network password **Access:**	Technical Services helpline: 608-663-5853 Submit a Help Desk Ticket

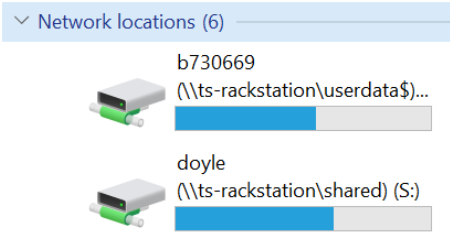|	District computer: Find ClassLink on the ZENworks menu, any district desktop or laptop, or the MMSD Staff Only Page Phone app*: Download **ClassLink LaunchPad** from the App Store (iPhone) or Google Play (Android). After opening the app, select *ClassLink Launchpad* under the "Other School Districts" heading. Sign in using your network username and password. The School Code is MMSD. You can also choose to sign in with Google. *Some software available in Classlink is not mobile-friendly and may not function as expected on your phone.	

MMSD Staff-Only Website

Staff Only Home   MADISON METROPOLITAN SCHOOL DISTRICT

What Is It?	Important Info	Where Do I Go for Support?
MMSD's website for staff-specific content is mmsd.org/staffonly Often, MMSD webpage links will require staff to enter their login information in order to access content	Login with b number and district network password Access content that is not available for general public	Technical Services helpline: 608-663-5853 Submit a Help Desk Ticket

Network Drives (J: Drive and S: Drive)

What Is It?	Important Info	Where Do I Go for Support?

MMSD staff use network drives to backup files that are saved on district computers. MMSD staff are encouraged to save files to the J: drive or S: drive. Please avoid saving files to your desktop or your C: drive (the hard disk on your computer), as these files will <u>not</u> be backed up.	**J: Drive** is your own network drive for saving files, generally will only be accessed by you (not shared with other staff). The drive's name should be your B number. **S: Drive** is a shared drive for collective use by any staff who have access at your school ∨ Network locations (6) b730669 (\\ts-rackstation\userdata$)... doyle (\\ts-rackstation\shared) (S:)	Technical Services helpline: 608-663-5853 [Submit a Help Desk Ticket](#)

eduCLIMBER

What Is It?	Important Info	Where Do I Go for Support?
eduCLIMBER is a system to record and manage behavior incidents, to document academic and social-emotional interventions, to house advanced learning documentation, for displaying data walls for instructional teams, and to use for problem solving during team meetings.	**District ID:** 1219 **Login:** click "Sign In with Google" and select your MMSD email. **Password:** Setup password to match your MMSD network password. Accessed via ZENworks, Infinite Campus, or visit www.educlimber.com	Resources and training is available and can be found on MMSD website (mmsd.org/educlimber) Integrated Supports: Nick Pinzke, 608-663-5489 nlpinzke@madison.k12.wi.us

SearchSoft

What Is It?	Important Info	Where Do I Go for Support?

SearchSoft is a site for teachers to apply for transfer to other teaching jobs in MMSD.	**Username:** your employee number, <u>without</u> the "b" (e.g. 123456) **Default password:** same as network login **Access:** <u>District computer</u>: click the "Internal Job Transfer" icon in your Novell Applications window <u>Non-District computer</u>: click "Staff Only" on the bottom of the MMSD home page, and then the "Internal Job Transfer" icon	Log into SearchSoft, and click "Help" in the upper-left corner Human Resources, Tina Updike, 608-663-1741 cmupdike@madison.k12.wi.us

Data Dashboard

What Is It?	Important Info	Where Do I Go for Support?
Data Dashboard is a tool for data visualization that allows educators to see key performance indicators at-a-glance, and disaggregate by various student demographics across school years as well as drill down to individual student data.	**Username:** your employee number, <u>with</u> the "b" (e.g. b123456) **Default password:** same as network login **Access:** <u>District computer</u>: click the "Data Dashboard" icon in your Novell Applications window <u>Non-District computer</u>: click "Staff Only" on MMSD home page, and then the "Dashboard" icon, or access via the IC Toolbar	Research, Accountability, and Data Use: Travis Grover, 608-663-5453 tgrover@madison.k12.wi.us

Talent Portal

What Is It?	Important Info	Where Do I Go for Support?

| The Talent Portal is used to view and enroll in staff professional learning courses offered by MMSD.

You can also use the portal to review all MMSD classes you've taken, as well as PAC credits granted. | **Username:**
same as network login

Default password:
same as network login

Access:
<u>District computer</u>: click the "ClassLink" icon in your ZENWorks window

<u>non-District computer</u>: click "Staff Only" on the bottom of the MMSD home page, and then the "ClassLink" icon | **Support:** Professional Learning & Leadership Development,

Jessie Gagan, 608-663-4955 or Joleen Welborn, 608-663-4955 |

Moodle

What Is It?	**Important Info**	**Where Do I Go for Support?**
Moodle is a software tool for producing Internet-based courses and websites. It is designed to support online collaboration and class activities.	**Username:** your b number, including the "b" **Password:** your MMSD Network password **Access:** Find Moodle on the ZENworks menu or the MMSD Staff Only Page	Links to tutorial videos, documents, and forums on the Moodle homepage Professional Learning & Leadership Development, Joleen Welborn, 608-228-9415 jrwelborn@madison.k12.wi.us

PRINCIPAL & CLERICAL STAFF TOOLS

Munis

What Is It?	**Important Info**	**Where Do I Go for Support?**

Munis is MMSD's platform for managing budget, payroll, and requisitions. Munis houses information about staff job codes, work locations, and other important staffing information.	**Username:** datacenter\6500XXXXXX (x's represent your b# without the b) **Default password:** NeedNew1 **Access:** District computer: click the "Munis" icon in your ZENWorks window non-District computer: click "Staff Only" on the bottom of the MMSD home page. Click on "Remote Access" and sign in as if you are logging onto the computer (not Munis) Click on yellow "Staff Only" folder and then select the Munis icon to sign in with Munis credentials.	For Munis support, contact: Login/Password Reset: MMSD Helpline 608-663-5853 Payroll: Payroll Rep Human Resources: Tom Larsen Accounting: Becky Bender Purchasing: Purchasing Rep

Security Camera Access

What Is It?	Important Info	Where Do I Go for Support?
MMSD security cameras are used in all of our buildings for the safety of students, staff, families, and volunteers in our schools. Access to school security cameras are strictly limited to school principals, security staff, and clerical staff.	Building Services Dept will get users setup and accessing the system on an individual basis. Login information is setup per device, not per user. Please follow the links on the right for more information.	Please enter a work order in the new ticketing system by logging into ClassLink and select "Phone-ID-Camera Work Orders". For more detailed instructions for entering a Phone-ID-Camera work order, please click here. If camera software is already installed and the cameras do not show, then please Submit a Help Desk Ticket.

SchoolMessenger

What Is It?	Important Info	Where Do I Go for Support?
SchoolMessenger is MMSD's platform for schools to contact and communicate with families via voice, text, and email messaging.	**Username:** Your b number **Default password:** Your MMSD network password **Access:** District computer: click the "School Messenger" icon in your ZENWorks window non-District computer: click "Staff Only" on the bottom of the MMSD home page, and then the "SchoolMessenger" icon	Website: SchoolMessenger Login Strategies for using School Messenger Effectively For SchoolMessenger support, contact: Taryn Johnson (tssoza@) for west side schools and Marla Peterson (mrpeterson@) for east side schools.

ActiveNet

What Is It?	Important Info	Where Do I Go for Support?
ActiveNet is MMSD's system to manage and view room reservations.	**Username:** your b number **Default password:** active123 **Access:** District computer: click the "ActiveNet" icon in ZENWorks Non-district computer: click "Staff Only" on the MMSD home page, and then the "ActiveNet" icon	For ActiveNet support, contact Andy Deremo 608-204-3035