



Department of Technology Services

To: All Employees

From: Department of Technology Services (**DoTS**)

Welcome to Highline Public Schools! The Department of Technology Services prepared this packet to provide employees with the necessary “first steps” in using technology within the district. Highline Public Schools BOE Policy, *Series 2022* and *2022P* state that all students and staff are to agree to an Acceptable Use Policy (**AUP**). Highline school board policies can be found on the district website (<http://highlineschools.org>) under the About Highline tab. In order to have access to technology and receive a user name, please read through the attached documents, sign the *Confidentiality Agreement* and return to Human Resources for processing.

The following pages include information on:

- **Important District Account Logins**
- **District Email Access and Network Drives**
- **Receiving Assistance with Computer Equipment**
- **District Policy Documents**
- **Ergonomic Tips**



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Important District Account Logins and Phone Numbers

1. Computer Logon (This will allow you to log onto a computer and district network)

Username: Usually the first 6 letters of your last name, 1st initial of your first and 1st initial of middle name, if you have one. If you have not been assigned a Username yet, check with the Help Desk.

Password: Default is **HPSxx/xx/xxxx** with the x's being your full date of birth. You will be prompted to change the default password upon your first login. This new password must contain at least six (6) characters and is subject to change.

For Assistance: Contact the **Help Desk** at 206-631-7676

2. Employee Online (This will allow you to access your pay stub and edit your personal information)

Username: Your 5 digit employee ID#

Password: The last 4 numbers of your social security number

For Assistance: Contact **Payroll** at 206-631-3058

3. Absence Management & Timecard Online (This is where you report your absences)

Username & Password: Users are emailed their Account Information

- **Absence Management:** – Use only when you report an absence and a substitute is needed
- **Timecard Online:** Use to report an absence when **no** substitute is needed

For Assistance: Contact the **Sub Office** at 206-631-3060

4. Online Application System

For Assistance: Call 206-631-3000

5. Professional Development

For Assistance: Call 206-631-3008



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District Email Access

Microsoft Outlook - Staff members, other than Short Term Guest Employees, are able to send and receive district email through Microsoft Outlook. After logging into a district computer with your *own* username and password, click on the Outlook icon on the desktop. Outlook will automatically configure your personal email account.

Outlook Web Access – Staff members, other than Short Term Guest Employees, are able to access their district email from any computer in the district, at home or on any internet capable device.

To access your email from home:

1. Use an internet browser to open the Highline Public schools web page <http://highlineschools.org>.
2. Select the Staff tab. Under Staff Shortcuts choose Email Access.
3. Type **ERAC\user name** in the Domain\user name box, and then enter the user password.
4. Select **Sign In**.

When finished, be sure to click the **sign out** button to end the active session.

Network Drives

Each staff member has access to their own personal storage space on the district network. This storage space is referred to as your **H: drive**. Your **H: drive** is private and accessible only by you. No one else has access to read, alter or delete documents saved to your **H: drive**. You have access to your **H: drive** when you log into any computer in the school district.

In addition to the H: drive, each user also has access to a storage space on the district network called the **G: drive**. The **G: drive** is a storage space to save documents for sharing with others in your assigned building. Unlike your H: drive, others in your building can read, alter or delete documents stored there. Its purpose is to share information with your grade team, committee members, etc...

The **G:** and **H: drives** are backed up daily by the technology department. All important information should be stored on one of these drives to protect against loss of data.

You can save your documents to either **drive** by using the **Save As** option and selecting either drive location. A quick way to access these drives is to find the icon **My Computer** on your desktop. Double-click the icon and you will see your H: drive and G: drive. To access the content of either drive, simply double-click icon.



Technology Support

For assistance with district technology, please submit a work ticket by going to <http://ehd/> you will log in using your district username and password. You will be asked for some specific information including room number and the tag number of your device. This asset tag number is how each individual device is identified.

The tag can be found on the side or top of the device. Look for a colored sticker which includes a barcode and a 5 or 6 digit number.



You may also reach the Helpdesk via phone 206-631-7676 or email helpdesk@highlineschools.org. The hours for the Helpdesk are 7am – 4pm Monday through Friday.

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Below are brief explanations of legal documents pertaining to technology safety found in the attached documents. The documents are to protect you as an employee and the district as a whole. We recommend that you read the documents which can also be **found on the district website**. The brief descriptions of documents are to assist you in understanding their intent.

District Policies

✓ ***Electronic Information System (K-20 Network) – 2022***

This document states the expectations the district holds employees to, regarding the appropriate use of internet access. While the district encourages students, staff and the educational community to use the internet, it also expects reasonable controls for lawful, efficient and appropriate use and management of the system.

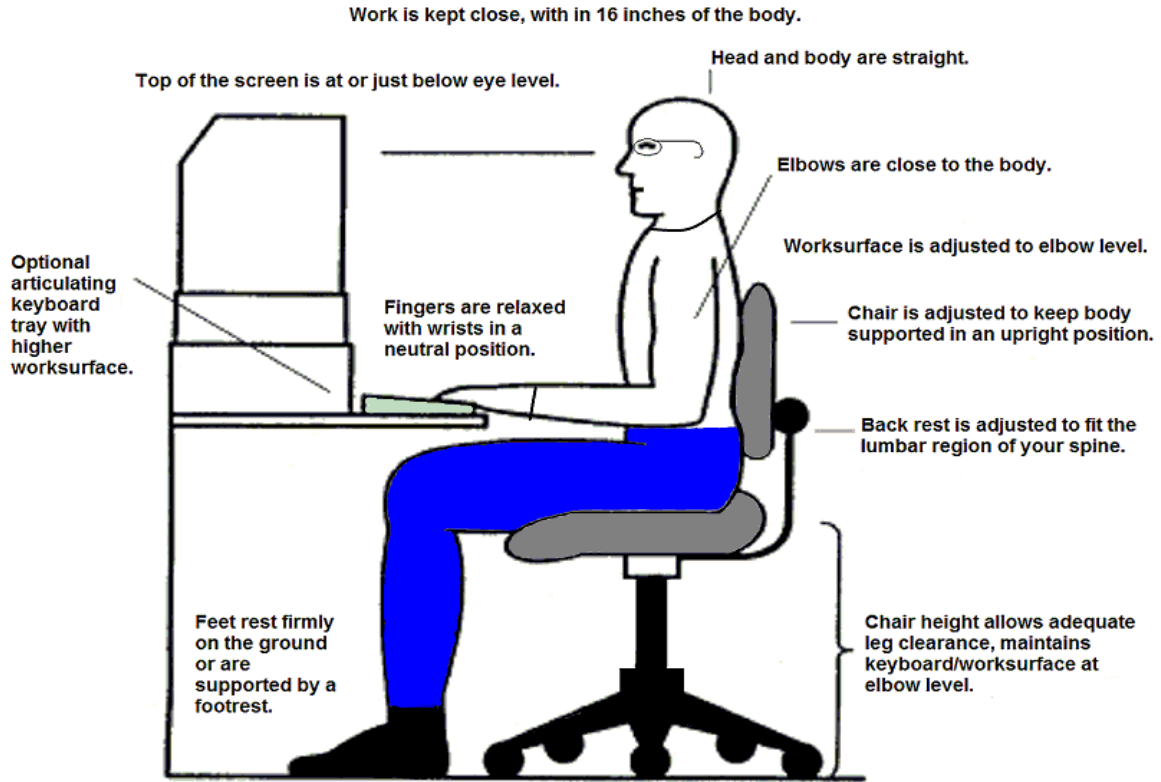
✓ ***Electronic Information System (AUP) – Procedures 2022P***

This document explains what is and is not allowed when using the district network and/or district equipment. It is required for any district account to be created.

✓ ***Confidentiality Agreement or Non-Disclosure Agreement (NDA) – signature required***

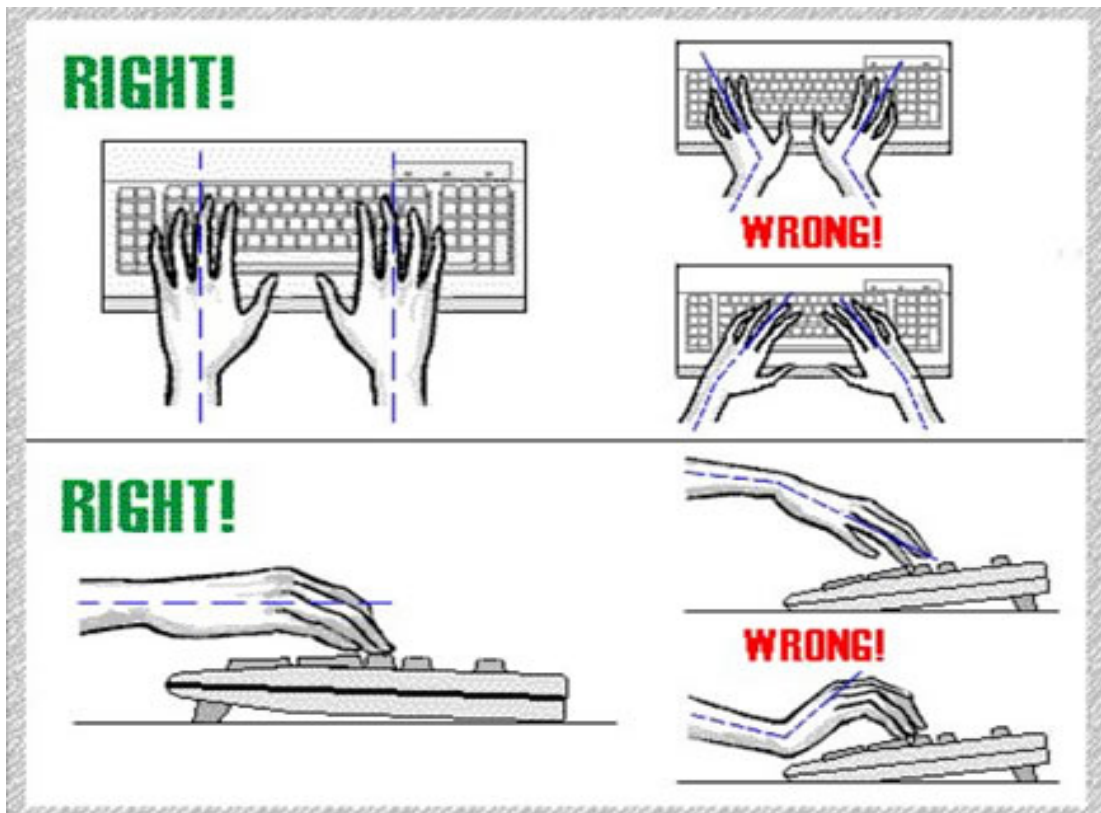
This document addresses the confidentiality of records that you may have access to as an employee. **By signing** you agree to keep all records confidential and to seek written consent from the District prior to releasing information.

Work Area Ergonomics Information



Ergonomic on-line training available at:

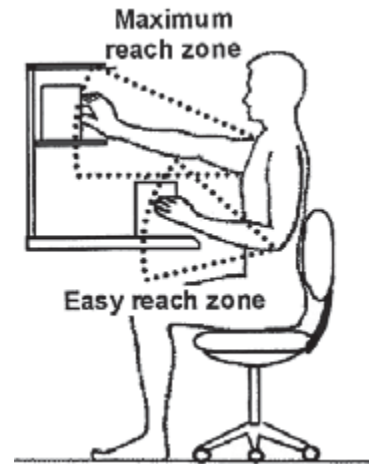
http://www.lni.wa.gov/safety/traintools/online.courses/coursesinfo.asp?P_ID=184



Organizing your work area

The way you organize your work affects your body's position and the amount of reaching that you have to do. Long reaches to pick up heavy objects or items that you use frequently can contribute to discomfort and injury. This is because reaching puts your body in an awkward position and stretches your muscles beyond their normal limits, making them vulnerable to pulls and strains.

An important concept to think about is how far you can reach without straining your body (**reach zones**). You can determine your **easy reach zone** by moving just your hands and forearms with your elbows at your sides and your shoulders relaxed. For most people, this is an area about 16" to 18" in front of their body. The other zone you need to consider is your **maximum reach zone**, which is how far you can reach just by moving your arm at the shoulder, without leaning forward. For most people this is an area about 26" to 34" in front of their body.



Keep these items in your easy reach zone:

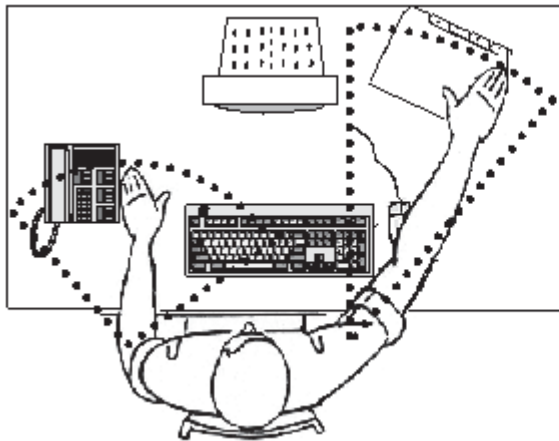
- Frequently used items
- Items that require finger dexterity to use (keyboard, mouse, telephone)
- Items that require hand force to use (stapler, 3-hole punch, staple remover)
- Heavy objects (large binders, manuals, telephone books)

Try to keep items that you use less frequently within your maximum reach zone.

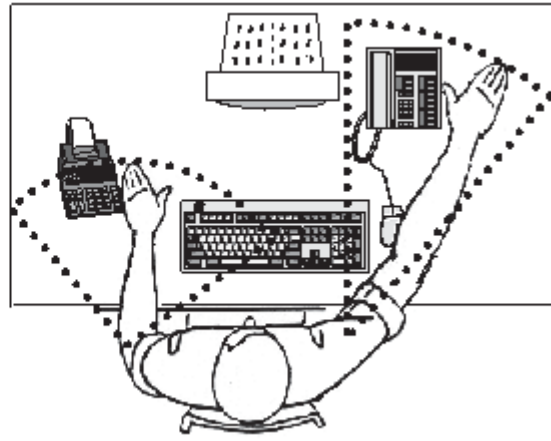
Stand up to reach items that are above your shoulder height or beyond your maximum reach zone.

Customizing your work area

Depending on what your job requires, you might have a different layout than your co-workers. For example, a receptionist might need to have the telephone within easy reach, while an accountant might need to have the calculator closer than the telephone.



Receptionist's Work Area



Accountant's Work Area

You are the best judge of how to arrange your work area, since you know what you use the most often. If you take the time to bring everything into its appropriate reach zone, you'll not only be more comfortable as you work, but also more efficient.