



FHSD Employee Log-in Guide





What are my **AD** credentials?

Username: <First Initial> <Middle Initial> <Last Name> Clark W Griswold would be **cwgriswold**

Password: Create a strong password that can't be easily guessed using 8 -16 characters

Use at least 3 of the following: ▶ Lowercase letters ▶ Uppercase letters ▶ Symbols ▶ Numbers

Note: You may NOT use any part of your name in the password

www.fhdschools.org District > Employee Links	Credentials:
<p>Frontline Central/Aesop Report/View Absence and view employee file App.frontlineeducation.com  or 1-800-942-3767</p>	<p>Username and Password are <u>Employee created</u> To retrieve forgotten credentials select "Forgot Username/Password" (new employees will receive email invitation to create an account) Phone: Pin = 10 digit home/primary phone number Password = 4 or 5 digit pin given when hired</p>
<p>District Computer</p>	<p>AD credentials</p>
<p>Skyward Employee Portal Paycheck stubs, W2, forms, available leave, change address, emergency contact or phone</p>	<p>AD credentials</p>
<p>HowellNet Intranet Employee Resources & Collaboration</p>	<p>AD credentials</p>
<p> Infinite Campus Student Information System Attendance & Gradebook</p>	<p>AD credentials</p>
<p>Clever www.clever.com</p>	<p>Username: firstname.lastname@fhdschools.org Password: AD Password</p>
<p>Technology Work Orders Computer, Phone, Email Issues or HowellNet Website Issues</p>	<p>AD credentials</p>
<p> Office 365 FHSD Email Office 365 Apps www.outlook.com/fhdschools.org</p>	<p>Username:firstname.lastname@fhdschools.org Password: AD Password</p>
<p> Google Apps for Education drive.google.com</p>	<p>Username: AD Username@g.fhdschools.org Password: AD Password</p>
<p>Canvas fhds.instructure.com</p>	<p>Username: AD Username@g.fhdschools.org (google email) Password: AD Password</p>
<p>SmartBen Employee Benefits</p>	<p>Username: FHxxxxx (xxxxx= Last 5 digits Employee ID #) Password: 8 Digit Date of Birth mmddyyyy</p>
<p>Time Clock Plus Clock in/out</p>	<p>ID Number = Employee ID # Pin Number = Last 4 digits of Social Security # <i>If leading digit is a "0", Pin = last 3 digits of Social Sec #</i></p>

All Staff are required to change their password every 6 months. To avoid being temporarily locked out of District Websites, change your password prior to it expiring. You must use a District Computer that is on the FHSD Network (in a building) to change your password.

To change your AD password prior to it expiring:

PC: Ctrl + Alt + Delete then Change a password

Apple: System Preferences then Users & Groups