



YOUR COMPUTER ACCOUNTS

Visit [Employee Quick Links](#) to log in to these accounts

MAIN NETWORK ACCOUNTS (Example Employee ID = 12345)



Network Account: This is your main district account, many of your other accounts will synch. New users must change their password using one of the methods below before attempting to access any account. Your initial credentials will be:

Username = employee initials+0+EmployeeID (ex. ab012345) **Password** = Matsuk12

- On a school device, on district network: Enter the above into the log in screen and the system will prompt to for a Passphrase change.
- Password Recovery Tool: Use to reset your network password and set up your password recovery tools.

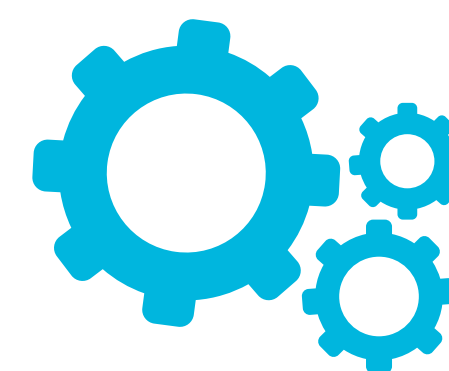


Office 365: Office 365 applications include Outlook Email, Office Apps, Teams (collaboration), OneDrive (Cloud storage) & OneNote (digital notebook).

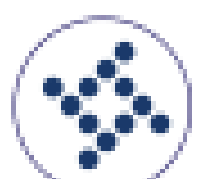


GoogleMSBSD: All employees & students have a Google account. Google applications include Gmail, Google Drive, Google Classroom, Google Meet.

MAJOR DISTRICT SYSTEMS



Synergy: Our Student Information System (SIS) - All student data is located here. Office Staff and Instructional staff use this system.



TylerERP (Munis): Business & Financial System - Principals, Admin Secretaries & Admin staff use Munis.



Team Dynamix (TDX): Service Request (Ticket) System & Knowledge Base - Enter service requests to departments & find help for systems & applications. All staff use this system.



TAKING CARE OF BUSINESS

Accounts to do personal business....



Frontline: Substitute Placement, Absence Management & Professional Development



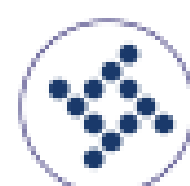
Adobe Sign: PDF and e-signature solution, primarily used by HR and Payroll



SafeSchools: District Mandated Training Software



Email Quarantine: Manage your MSBSD Email Spam settings (Barracuda)



Employee Access: Access personal and payroll documents



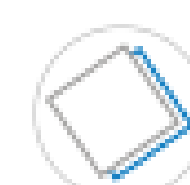
My Mileage: Use to calculate and report mileage for reimbursement



PaperCut: Print Management Tool used on all district network printers



KnowBe4: Phishing and spam email training utility managed by IT



Email Quarantine: Email Archiving Solution, find old Outlook emails here

DOWNLOAD THIS DOCUMENT AT WWW.MATSUK12.US/ITACCOUNTS

You may use Other systems based on your job - Teachers visit www.matsuk12.us/TQL

IT DEPARTMENT | 501 N GULKANA PALMER, AK 99645 | 907.761.4357 (OPTION 1)

HINTS, TIPS & HELP!



Account Tips

When do I use @ad.matsuk12.us vs @apps.matsuk12.us?

- These are the MSBSD Microsoft (@ad) and Google (@apps) domains.
- When in doubt, try without! Most of our accounts will use your network username only. Ex, ab012345.
- If you see 'Sign in to your Organization Account' append you network username with @ad.matsuk12.us.
- If you are logging in to a Chromebook or Google app you will append with @apps.matsuk12.us.

Tell me about my email?

- Your official staff email is Outlook, but you also have a gmail account.
- Your Outlook email address is first.last@matsuk12.us. (Ex. mickey.mouse@matsuk12.us)
- Your Google email address is your username@apps.matsuk12.us. (Ex. ab012345@apps.matsuk12.us)
- Don't want to check both? You can set a rule in your google email to [forward to your outlook account](#).

Who do I call?:

- [Help Page KB](#) shows you resources you can call for all Account/Computer help.
- [Phone-a-Friend KB](#) shows you resources specific to Synergy.

Computer Tips

What wireless network should I join when I am at a district facility?

- District devices should join the 8021X_MSBSD wireless network. Guest_MSBSD network is for non-district devices.

Web Browser recommendations:

- Chrome is the recommended browser for all MSBSD Applications.
- When having issues with any web applications always try clearing your browser cache. [See KB Article](#).
 - Synergy allows one browser connection at a time. Always use the SIGN OUT button. You can clear your cache if you do an error.

What is the Sub Folder on my desktop?

- It is a folder that will be on the desktop no matter who is logged in to that computer. Teachers can save documents and files there for their sub to use in their lesson plans.

Network Credentials: Username ex. = ab012345 & Password = Employee Created

ACCOUNT	CREDENTIALS
Password Recovery	Network Credentials
Office 365	ab012345@ad.matsuk12.us
Google MSBSD	ab012345@apps.matsuk12.us
Synergy	Network Credentials
Tyler ERP	Network Credentials
Blackboard Programs	Network Credentials
TeamDynamix (TDX)	Network Credentials
Employee Access	Network Credentials



ACCOUNT	CREDENTIALS
Frontline	ab012345@ad.matsuk12.us
Adobe Sign	first.last@matsuk12.us
SafeSchools	Network Credentials
Email Quarantine	first.last@matsuk12.us
My Mileage	ab012345@ad.matsuk12.us
PaperCut	Network Credentials
KnowBe4	first.last@matsuk12.us
Email Quarantine	Network Credentials