



RICHLAND ONE

Technology End of Year Reminders

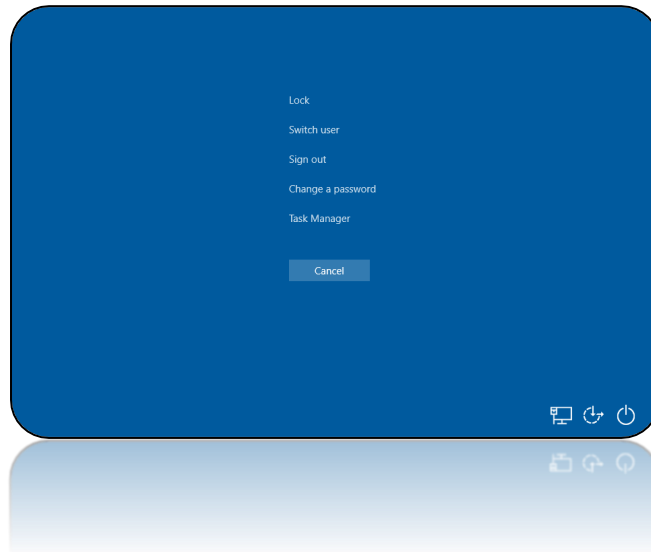
April 22, 2024

1. Review [IT Standard Operating Procedures](#) for updated technology information.
2. **PowerSchool Reminder**
 - Just a reminder that all PowerSchool related questions/issues are to be directed to AARE.
3. **Multi-factor Authentication (MFA)**
 - **Any** staff member that would like to have access to their Microsoft accounts and other district resources while not on the district network, must have enabled MFA prior to leaving for the school year.
 - They must follow the process outlined below.
 1. Open a One to One Plus ticket.
 2. Select MFA as your ticket type.
 3. In the Description, provide the following information.
 1. Position
 2. Location (if you serve in multiple locations, please provide your primary location first and then list all others)
 - Example
 - AC Moore (Primary)
 - Logan
 - Meadowfield
 3. Personal Cell Phone Number with Area Code. Google Voice numbers are not acceptable and do not work.
 - Example
 - 803-555-1236
4. **Wireless Internet Protocols**
 - Staff are reminded to review the [Richland One Wireless Internet Protocols](#) to include visitors.

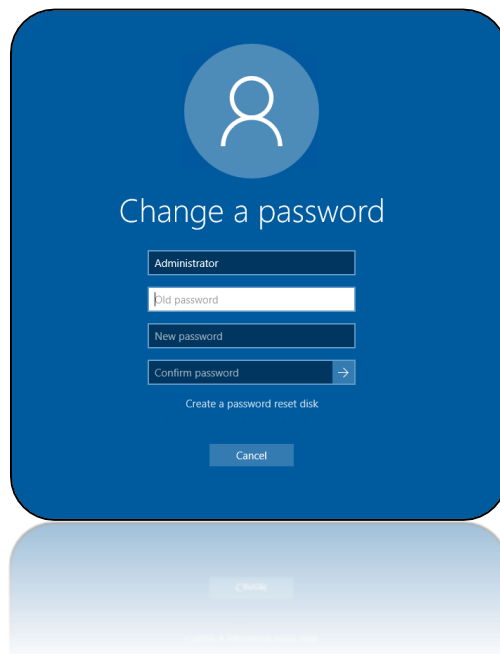


5. Password Change

- It is suggested that before staff members leave, they change their passwords.
- Follow these directions to change your password.
 - Press the Ctrl (Control Key), Alt (Alt Key), and Del (Delete Key) at the same time.



- i. Click on Change a password (screen will look somewhat like this)



- ii. Once you enter your information you will click on the small arrow next to Confirm Password and/or pressing the Enter Key