Links for Staff

Quick & easy access to topics www.ortingschools.org

Let's take a look!



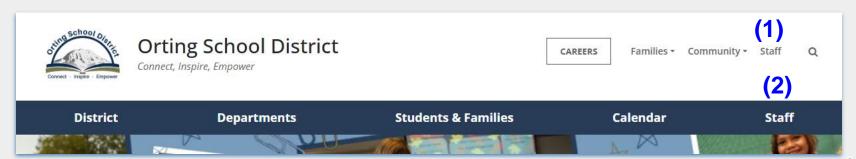




Access at your fingertips!

Once on the district home page, there are two ways to get to Links for Staff:

- ~ (1) Click the word "Staff". You will then go directly to Links for staff or
- ~ (2) Click the word "Staff", then click "Staff Links" within the blue box.





Links for Staff include:



Absence Management System
(AMS)
formerly known as AESOP
Request a sub
Get Information
Get help: joyc@orting.wednet.edu

Depending on your role, some employees use AMS to report absences, while others submit absences through a timesheet or Skyward.



To update employee passwords, use a district device connected to the district network and follow this link.

Need to update your google employee password? Use the provided link to get started.

Please note you must be connected to a district device to complete the change.



<u>Download App for Casting device</u> Support Hub - <u>training guides</u>

replaces Chromecast & Apple TV

Vivi allows for teachers and students to easily share content from their devices to a classroom display.



Links for Staff continued....



New and now Active, <u>Service Desk</u> for technology issues on district owned devices.

Please include location, room number, call back number, and details about your issue.

Please access the website with the Chrome browser If you're experiencing technology issues with a district-owned device, help is just a ticket away!

Submit a tech ticket through

ZOHO Desk to receive
support from the OSD
technology team. Once
submitted, you'll receive a
confirmation email indicating
that your request is in the
queue for assistance. Tickets
are addressed based upon
receipt and priority.



Employee Information and Gradebook access

Skyward gives employees access to information such as pay stubs and accrued leave balances.

For more topics related to Skyward, refer to the Human Resources
Section on the district website.

Links for Staff continued....



(VectorSolutions formerly known as SafeSchools)
Required staff training
Login with first & last name (no space)
Get help: joyc@orting.wednet.edu

Access to the <u>Vector</u>
<u>Solutions</u> training modules required for all staff and substitutes.

Trainings are to be completed upon hire then annually.



Access your Gmail account

All employees receive a district email account and are included on the email distribution list for their work location.

Once you have logged into a district desktop computer (not a Apple computer), you can access your district email from any computer.



New PdEnroller account: Get Started
<u>Create my pdEnroller Account</u>

Existing PdEnroller account: <u>Log in to</u>

<u>pdEnroller</u>

The Orting School District utilizes pdEnroller as a registration tool for internal course offerings.

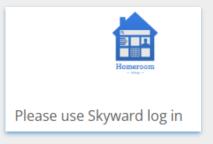
For more information about pdEnroller, visit the Human Resources section on the district website and navigate to Clock Hours > pdEnroller.

Additional staff links are available and may be used depending upon your role within the district. These Include:



For building secretaries to <u>submit</u> maintenance work orders.
For staff to <u>submit facility</u> reservations and trip requests.
OSD code - 65961984
Tutorial - How to Submit a Work
Order or Facility Request
Get help:

bannanm@orting.wednet.edu















That concludes our tour of the Links for Staff.

If you have any questions or encounter issues accessing the Staff Links, please contact the Human Resources Department. We're here to assist you!

