

# STAFF WELCOME GUIDE

2025-26 SCHOOL YEAR



## DESTINATION TOP 5

## WELCOME TO SOUTH KITSAP!



South Kitsap is such a great place to work, and on behalf of the Information Technology Services department, I welcome you. We are here to help make YOU successful in your work with our students and staff.

Each district is a little different, so I'd like to highlight some areas below to help get you oriented on your journey to Top 5 in SK! All of our tools, standards and decisions have history behind them, so hopefully this Welcome Guide will help you get up to speed and transition smoothly.

Derry Lyons  
Director, Information Technology Services

### NEWS FOR 2025-2026

- Skyward Qmlativ – our successful migration of student records, HR and fiscal system!
- Windows 11 – all systems upgraded to Windows 11 by November, 2025
- SchoolLinks High School & Beyond Plan – replacing Xello

### STATUS UPDATES

If you are wondering about system availability, please check out the Status Page at <https://status.skschools.org/>




- See any reported outages (internet, phone, Skyward Qmlativ, etc.) and upcoming scheduled maintenance

## TABLE OF CONTENTS

DAY ONE – WEEK ONE – MONTH ONE .....	4
Getting Your SK Network Account.....	4
Choosing A Network Password.....	4
Welcome Letter .....	5
E-Mail.....	5
Multi-Factor Authentication SETUP.....	6
Skyward Qmlativ Employee Access .....	6
SMS Text Messaging .....	6
Telephone.....	7
Red Rover Absence Reporting .....	7
SPAM Messages - Mimecast.....	8
Printing / Copying.....	8
Secure File Attachments.....	8
Staff Photos .....	9
Google For Staff.....	9
Google Meet (Formerly Zoom) .....	9
AI Tools .....	9
File Servers / Drives .....	10
Public / Guest Wi-Fi .....	10
ClassLink / Portal .....	10
SafeSchools.....	10
Getting Help - FRESHSERVICE .....	11
UP TO SPEED.....	11
ParentSquare.....	11
Purchasing Technology Items .....	12
Staff and Student Accounts .....	12
Electronic Key Fobs.....	12
THE TEACHER PATH .....	13
Skyward Qmlativ Teacher Access .....	13
Classroom Equipment.....	13
ParentSquare / Google Classroom.....	13
Digital Learning.....	13
Student Email.....	13
Student Rosters .....	14
Teacher Web Sites .....	14
Student Data Privacy Agreements.....	14
Classroom Device Monitoring .....	14
THE OFFICE PATH.....	15
Phone Assignment.....	15
Key Management.....	15
TandemCal.....	15
Lockdown Alerts .....	15
PaperCut Copiers .....	16
THE TECH LIAISON / LIBRARIAN PATH .....	16
THE ADMINISTRATOR PATH .....	16
Leave Calendars.....	16
Digital Signage .....	16
School/Dept Physical Upgrades.....	16

## DAY ONE – WEEK ONE – MONTH ONE

There is a LOT of technology items to consider when you become a new South Kitsap employee, and hopefully we can help guide you to the most important things on your first day, your first week, your first month, and beyond.

 Day One	 Week One	 Month One
Get Your Welcome Letter ..... Pg 5 Log In To A Computer / Choose Your Password ..... Pg 4 Check Your Email ..... Pg 5	Update Email Signature ..... Pg 6 Multi-Factor Setup ..... Pg 6 Skyward Emp Access ..... Pg 6 Add Cell Phone To Skyward ... Pg 6 Telephone / Voicemail ..... Pg 7 Visit Red Rover Leave System Pg 7 Try your copier code ..... Pg 8	Visit Google ..... Pg 9 Begin SafeSchools Training ... Pg 10 ParentSquare ..... Pg 11

If you have questions or get lost, your building Tech Liaison or Office Coordinator can help, or feel free to give us a call at x7045 (360-874-7045 if outside the district)

**TOOLBOX** – Throughout this Welcome Guide you’ll see reference to the **Toolbox**, which is our SK exclusive tool set! It can be found at <https://toolbox.skschools.org> and contains a wealth of tools to help you on your SK journey.

### GETTING YOUR SK NETWORK ACCOUNT

Your SK Network account and email address are automatically created after these steps:

- 1) Your administrator has completed the hiring paperwork and forwarded to Human Resources
- 2) You have met with an HR Specialist and provided them with a copy of your Social Security card



Once these steps are completed, your account will be created overnight (including necessary security groups and mailing lists) and your Office Coordinator will then get an automated email with your Welcome Letter.

*IMPORTANT – it can take a couple of days for your accounts to get created across ALL systems, and the process can’t be forced or rushed. We appreciate your patience!*

### CHOOSING A NETWORK PASSWORD

On your first login to a district Windows desktop or laptop while on campus, you’ll be asked to choose a new password. In addition, staff are required to reset their password annually.

It will need to be at least 8 characters long and not a password you’ve used before. The more characters and more complex characters the better!

If you forget your password, please contact ITS at x7045 and choose Option 1 for help getting it reset.



## WELCOME LETTER

Once your SK Network account is created, your Office Coordinator will provide you with your Welcome Letter that has your initial set of credentials.



SOUTH KITSAP SCHOOL DISTRICT <small>Nurturing Growth • Inspiring Achievement • Building Community</small>		INFORMATION TECHNOLOGY SERVICES Account Information
<b>^ Confidential ^</b>		
<b>Welcome Sally Brown</b> <b>Teacher - OSE</b>		
<b>Account Type</b>	<b>Login/Code</b>	<b>Default Password</b>
Copier Code	74978	
<i>If your school uses copier codes, this number will give you access to make copies and release your print jobs</i>		
<b>Account Type</b>	<b>Login/Code</b>	<b>Default Password</b>
E-Mail Address	brownsal@skschools.org	
<i>This is your district e-mail address; use your Network Account to log in and check your email.</i>		
<b>Account Type</b>	<b>Login/Code</b>	<b>Default Password</b>
Employee ID	10	
<i>This unique number will be used as your employee ID throughout district systems.</i>		
<b>Account Type</b>	<b>Login/Code</b>	<b>Default Password</b>
Network	brownsal	skitsap1
<i>This account is used when you log in to your computer, and to access certain district web applications. ** You must use a district computer at school to log in for the first time, and you will be asked to choose a new password.</i>		
<b>Account Type</b>	<b>Login/Code</b>	<b>Default Password</b>
Skyward	sbrown011	skitsap (for new accounts only)
<i>This account is used to access Skyward services such as Employee Access for paycheck and leave balances, Educator Access for taking attendance and entering grades, Fiscal Services for purchasing and accounting, and/or Family Access for your student's information. If you have previously used Skyward, your username may have changed, however your password was not changed.</i>		
<b>Account Type</b>	<b>Login/Code</b>	<b>Default Password</b>
Voicemail	2942	(see separate email)
<i>Your voicemail account can be accessed by pressing the Voicemail button on your phone, or dialing x6400 inside the district, or (360) 874-6400 outside the district. You will be prompted to record your name and change your password the first time you access your mailbox.</i>		

Some of the credentials will take a few days to be added (i.e.. voicemail, copier code), but you can always reprint your letter with all of your credentials by visiting the **Toolbox – My Account – Welcome Letter**

## E-MAIL

Our district uses e-mail as the primary mode of communications, so please check your email box regularly. Your email address will be your SK Network account and [@skschools.org](mailto:@skschools.org) (such as [doej@skschools.org](mailto:doej@skschools.org)). Microsoft Outlook is available in several versions:



- Outlook Computer App – installed on all SK computers – log in with your email account
- Outlook Web Access – <https://elink.skschools.org>
- Mobile – Visit FreshService (see page 10) for solutions -- search for iPhone or Android

To update your email signature:

- In Outlook: File – Mail – Options – Signature
- In Outlook Web Access: Gear (upper-right) – Options – Mail – Layout – Email signature

PUBLIC RECORDS REQUESTS – be advised that ANY emails you send or receive with your work account are subject to a Public Records request. In addition, emails about students (even if it's just their initials) become part of the student's permanent record and need to be retained.

## MULTI-FACTOR AUTHENTICATION SETUP

When accessing SKSD systems (Skyward Qmlativ and systems from outside of our network), you will need to have multi-factor authentication (MFA) configured with your mobile phone. MFA may be required to access Skyward Qmlativ or district resources (such as email) when off-site. Complete MFA steps and tips can be found on our web site at:

<https://www.skschools.org/departments/information-technology-services/mfa>

### To set up Skyward Qmlativ MFA access (REQUIRED):

- Be sure you have installed an Authenticator App (such as Microsoft Authenticator or Duo) on your cell phone
- Log in to **q.skschools.org** with your district network login and password
- On your first login, you will see a screen with a QR code to scan with the authenticator app on your phone
- Follow the steps to complete your registration

### To set up remote MFA access (OPTIONAL):

- Log in to **office.skschools.org** with your district network login and password
- In the top right corner, click your profile picture and choose **View Account**
- On the left menu, choose **Security Info**
- Click **+ Add a sign-in method**
- Choose **Phone** and enter your cell phone number  
You will receive a text message with a verification code and further instructions



## SKYWARD QMLATIV EMPLOYEE ACCESS

Skyward Qmlativ: <http://q.skschools.org>

Skyward Help: <http://www.skschools.org/skyward>

Student and Fiscal/HR records are kept in the Skyward Qmlativ system. Employees can also access the system for time off balances and payroll statements.

- For assistance with Skyward Qmlativ, email [gsupport@skschools.org](mailto:gsupport@skschools.org) to create a support ticket
- You can also review our Tip Sheets and helpful videos at <http://www.skschools.org/skyward>

Skyward also has a mobile app, which is great for looking up student information and reviewing leave balances. Visit your favorite app store (iTunes or Google Play) and search for **Skyward**.

## SMS TEXT MESSAGING

The district, schools and departments often use SMS messaging through our ParentSquare service for communications to staff and families. **Please visit Skyward Qmlativ Employee Access to verify your cell phone number** so you don't miss any updates!

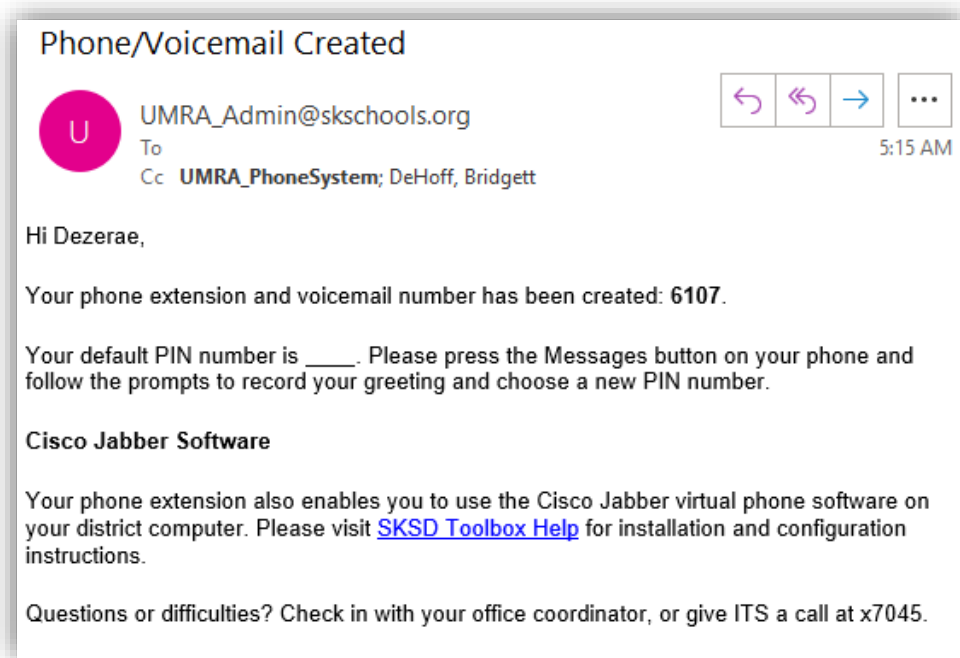
- Log in to **Skyward Qmlativ Employee Access** (<https://q.skschools.org>)
- On the Employee Access dashboard, click the **Employee Phone # Change Request** tile



- Make any changes and click the **Submit Form** button
- Changes will be immediately recorded and updated in ParentSquare overnight

## TELEPHONE

After your SK Network account is created, your building Office Coordinator will assign you a telephone extension and voicemail box. The next morning, you'll receive a confirmation email with instructions and your voicemail PIN.



- To make a LOCAL CALL, dial a 9 before the number
- To make a LONG DISTANCE CALL, dial 81 before the number
- To access your VOICEMAIL box, dial 6400 (or (360) 874-6400 from outside the district)

We also use the Cisco Jabber softphone software so you can use a PC or laptop to take and make telephone calls. You can find some help resources on the Toolbox Help site -

<https://sites.google.com/skschools.org/toolbox/cisco-jabber>

## RED ROVER ABSENCE REPORTING

Staff use the Red Rover system for entering absences and requesting substitutes.

Log in to [redrover.skschools.org](https://redrover.skschools.org) with your email address and password to begin exploring. Leave balances are constantly updated from Skyward Qmlativ to stay up-to-date!



## SPAM MESSAGES - MIMECAST

Our e-mail spam filter blocks most unwanted email messages, but occasionally valid messages do get stuck. Periodically throughout the day you'll get a summary email (from SKSD Mimecast) of messages that are being held for suspicious reasons.



For any emails you want unblocked, simply click **Permit** under the message and it will be forwarded to your Outlook inbox. If nothing is relevant, you can simply delete the "You have held messages" email.

If you would like to view your history of blocked messages, follow these steps:

- <https://skschools.login-usb.mimecast.com/>  
(Requires Multi-Factor Authentication when outside the district network)
- Click **Personal On Hold** to preview the messages previously , and click an email message to safely review the contents

If you RECEIVE an email that you believe to be spam, please FORWARD the email to **spamupload** and then just delete the message. This forwards it to our spam filter and helps prevents others from receiving it.

***This is a good place to remind you to NOT click on any emails unless you are SURE who they are from. Many staff fall prey to phishing emails which compromises their security, starts sending spam messages to friends and colleagues, and requires locking the account for several days. When in doubt, simply ignore it or call the sender and ask!***

## PRINTING / COPYING

Please check with your Office Coordinator on how printing and copying is handled in your building. A series of copiers and default printers are automatically added for your Windows computers.



Your copier code will be included in your Welcome Letter (see above). Staff only have one copy code to be used throughout the district.

*Note: Only district Windows computers connect to use district copiers and printers. Personal equipment, Chromebooks and iPads should transfer documents to be printed from a district Windows computer.*

## SECURE FILE ATTACHMENTS

When sending large or secure files (such as student records), we have the LiquidFiles service available. LiquidFiles helps validate the email recipient before they can access a sensitive file.

- In Outlook, create a **New Email** and look for the LiquidFiles **Secure Attach** button in the toolbar
- Choose the file to attach ~ you may need to log in the first time you attach a file



When the recipient opens the email, they will be given a secure link to the attachment.

## STAFF PHOTOS

We use your staff photo for some internal systems as part of your employee record. The picture is not shown to the public except for the staff directory on the web site. (For instance, while your picture shows inside of the Outlook email system, it's not visible to parents when you send external emails outside of the system).

Photos are automatically updated when you get a new ID badge photo taken **or** when the school photographers visit as part of their annual picture campaign. Unfortunately, we aren't able to load non-school photos.

## GOOGLE FOR STAFF

You can access Google Drive and all of the other GSuite apps with your SK Network login and password. Some other tips include:

- In Google Drive, notice the **Shared Drive** icon in the upper left. These files and folders are shared with your colleagues
- Google Gmail doesn't receive staff email – please use **Microsoft Outlook** instead
- Google Meet is our new district standard for videoconferencing

In Google Drive, there are SHARED DRIVES that are different from SHARED FOLDERS

- A SHARED DRIVE appears in the upper left corner and is set up at the district level for certain groups
- A SHARED FOLDER appears in the **Shared With Me** link and is set up by any other user in a peer-to-peer relationship. When the owner's account is deleted, the files also go away!

To easily access all of the GSuite tools, we recommend using the Chrome browser and signing in by clicking the small gray profile icon in the upper right corner of Chrome.

## GOOGLE MEET (FORMERLY ZOOM)

We have transitioned to Google Meet as our district standard for videoconferencing, thus reducing our Zoom licensing at a significant cost savings! To access Google Meet:

- <https://meet.google.com>
- Click **New Meeting** to start hosting a new meeting and choose the appropriate options
- To **Join** a meeting, type the code or nickname

The SK Digital Resources web site has some great tips to get started with Google Meet

<https://sites.google.com/skschools.org/sk-digital-learning/sk-digital-tools/google-workspace-for-education/meet>

## AI TOOLS

Staff are able to use basic Gemini and ChatGPT services. Please use your district Google account for login to these services and coordinate with your tech liaison to familiarize yourself with guidelines for use of AI resources.

- Gemini – [gemini.google.com](https://gemini.google.com)
- ChatGPT – [chatgpt.com](https://chatgpt.com)

Due to the high subscription costs, licenses for commercial versions of AI services are not generally provided.

## FILE SERVERS / DRIVES

While at school, your Windows computer will automatically map to several shared network drives:

- L: - Files for your Location that are shared among the building staff
- S: - Files that are Shared across the district
- U: - Personal folder for "U" to use

Please note that these drives are only accessible **while on the SKSD** network and through the ClassLink files portal. Many people find Google Drive is easy to use as well, since you are able to access it from home or school. *(Do be careful, though, uploading Microsoft Office files into Google Drive, as it tries to convert them into Google Apps files.)*

- Files on the district L:, S:, U: drives are backed up centrally by the district.
- Files in Office365 and Google are backed up in the case of system failure.
- Files on local computers are NOT backed up.

## PUBLIC / GUEST WI-FI

To connect a personal device to the district wi-fi network, look for the **SKGuest** network ID. Even while on the guest network, the web filter will block any inappropriate traffic.

## CLASSLINK / PORTAL

We use ClassLink for a one-stop shop for all of the resources found in this Welcome Guide, along with curriculum tools and access to student rosters.

- <https://classlink.skschools.org>

ClassLink is also the default dashboard for students when using Chromebooks and can be accessed from almost anywhere (home or school). For most systems, your login and password are automatically pre-populated, making single sign-on a cinch! **NOTE:** To help keep our network resources safe, we only allow access to our resources from within the US and Canada (not other foreign countries) ~ this can be an issue for foreign exchange students or travelling families.

## SAFESCHOOLS

Each year, staff need to complete mandatory online training on important safety and HR related topics within the first few months of the school year.



This training is hosted through SafeSchools at the link below (or via ClassLink)

- <https://skitsap-wa.safeschools.com/login>
- Use your network username (not email address) and your SK password to log in

**IMPORTANT!** Many "phishing" emails are disguised as you needing to complete HR training. DO NOT click those links – always go through the SafeSchools link above! For any questions about the SafeSchools training, please contact Human Resources.

## GETTING HELP - FRESHSERVICE

Information in this guide (and much more!) can be found in our FreshService Knowledge Base, where you can also enter work orders for more specific help.

- <https://southkitsap.freshservice.com> – click **Sign In** in the upper right corner
- Click **Sign in with Google** and use your @skschools.org Google account

Once you're at school, your Tech Liaison or Office Coordinator can help with any initial questions, or you can enter a work order for support from the ITS department.

- To enter a work order, send an email to **XX Support** (where XX is your school/department initials)
- For Skyward Qmlativ help, send an email to **Q Support**, regardless of your school

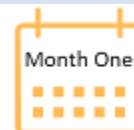
We don't have a traditional telephone help desk, but if you need to speak with someone in person you can call x7045 to choose the option that best describes your question. If it's an emergency during business hours, you can call our main department number at x7047.

## UP TO SPEED

Once you're up to speed on the Path to Top 5, other questions may come up that you're curious about. Below are a few things that we are often asked.

## PARENTSQUARE

ParentSquare is our comprehensive communications tool for all district, school, athletic, transportation and classroom messaging. Parents can choose how they want to receive messages (email, SMS/text, mobile app or voice) and also have automatic translation! As a teacher, your Google Classrooms are synced to ParentSquare each night.



- Visit <https://www.parentsquare.com>
- Click **Sign In** and then click **Sign in with Google**
- In the upper right corner, you will see a drop-down menu of **My Schools, Classes And Groups**
- When you choose a class or group, there are a couple of basic options to explore
  - **Communicate – Posts** is like a bulletin board where you can put a new message to your students and/or parents that also sends them an alert at their preferred time.
  - **Directory** will show you the members of your class and group
    - Classes are automatically loaded from Google Classroom
    - Athletic Rosters are automatically loaded from FinalForms
    - Phone and Email are automatically loaded from Skyward Qmlativ

For more help, ParentSquare has some GREAT online resource articles and “how-to” videos. Once you are logged in to ParentSquare, in the upper right corner click the ? and choose **Help Articles**. Be sure to check with your building tech liaison or office coordinator for links to custom SK training resources.

## PURCHASING TECHNOLOGY ITEMS

To help maintain bid compliance and standards for repair, we have a predefined list of Technology Purchasing Standards in a Google Slides deck. If you have specific questions, please let us know.

[https://docs.google.com/presentation/d/1jpneZjSbTd61rh1mb\\_d9pNwNOMbbKWw5yEXv1eluMWM/edit](https://docs.google.com/presentation/d/1jpneZjSbTd61rh1mb_d9pNwNOMbbKWw5yEXv1eluMWM/edit)

If purchasing software tools, please check with Teaching & Learning for their requirements (which may include Instructional Materials Committee [IMC] approval). For any online tools used with students, we need to have a completed Student Data Privacy Agreement. More info can be found in the Digital Resources web site.

## STAFF AND STUDENT ACCOUNTS

We have a streamlined and “ruthlessly automated” process to create new accounts across all of our productivity and instructional systems (SKSD Network, Skyward Qmlativ, Google, Office365, SafeSchools...)

For STAFF, once the administrator completes the hiring paperwork and the candidate takes their Social Security card to Human Resources, the staff member’s account will be created the following day. (Again, some systems such as voicemail or copier codes do take a couple more days).

Staff on a leave of absence still have an active network account but are removed from all email and security groups.

When a staff member separates from employment, their account is held for 40 days and then permanently deleted.

For STUDENTS, once they are enrolled in your school, they are identified the next day (for automated notifications, lunch, Destiny library, email for secondary students, etc.) Once they are scheduled, then they are added to teacher rosters in the various curriculum systems.

When students unenroll, their accounts are limited, and they can continue to use Google Apps (including email for secondary students) for up to a year. Students should move their files off of their U: drive and Google Drive before the year grace period ends.

## ELECTRONIC KEY FOBS

Our schools are equipped with electronic access control, which provides extra security during school hours and also during a building lockdown. You may be assigned an electronic key fob (a plastic disc the size of a quarter) that will grant you access to exterior building doors. (Bus drivers have fobs attached to their bus key rings). The doors you have access to is determined by your HR assignment and the building principal. Fobs are assigned to a PERSON, so using someone else’s fob is discouraged (and may not access the doors you need).

To review which doors you have access to, please visit the **Toolbox – My Account – My Doors**

After-hours building access should be discussed with your Office Coordinator, as there are additional steps for the building security alarms that need to be followed.

## THE TEACHER PATH

Some tools are specifically targeted for teaching and instructional staff as outlined below.

### SKYWARD QMLATIV TEACHER ACCESS

All employees have access to Skyward Qmlativ for employee information such as pay history and leave balances. Student tools (such as Teacher Access) are configured separately for teachers, and classes are added by your school registrar / office coordinator.

- <https://www.skschools.org/work-sk/skyward> - **Q Resource Guides (Q-Tips)** for training guides

### CLASSROOM EQUIPMENT

We strive to keep technology equipment consistent across all of our classrooms, which typically contain:

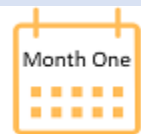
- Teacher laptop (for presentation and teacher use)
- Wall-mounted interactive projector
- Document camera
- Wireless network capacity
- Telephone handset
- RedCat voice amplification system

Your building tech liaison is the best contact for the specifics of each school/classroom.

### PARENTSQUARE / GOOGLE CLASSROOM

#### **NEW FOR 2025-2026 – Skwyard Qmlativ & Google Classroom Integration!**

Watch for a separate email with new instructions on how you can link your Google Classrooms to Skyward Qmlativ to automatically roster your students! For our secondary schools, gradebook writeback will be available as well.



Google Classrooms are sync'd overnight to ParentSquare so you have access to communicate with parents.

### DIGITAL LEARNING

Instructional Technology resources and training is a cornerstone of our technology initiatives, and an overview of resources can be found on our Digital Learning web site.

- <https://sites.google.com/skschools.org/sk-digital-learning/home>

### STUDENT EMAIL

Students in grades 6-12 have individual Gmail accounts to send and receive email with their network account and the domain of @skstudent.org (like smit1234@skstudent.org). Rules are in place to only send emails among students and teachers.

Teachers do not need to access Gmail directly – all email messages will be delivered to your Outlook mailbox.

## STUDENT ROSTERS

Teachers can access their student rosters via Skyward Qmlativ Teacher Access. Sometimes teachers just need a quick lookup or to export as a .CSV file, which be easily accessed via **Toolbox – Student Rosters**. (The Toolbox rosters process overnight, so there is a slight delay ~ however Skyward Qmlativ is always up to date!)

## TEACHER WEB SITES

In past years, we have used a variety of tools for teachers to create web sites. Most teachers have moved to Google Classroom and post their classroom materials there.

## STUDENT DATA PRIVACY AGREEMENTS

In accordance with Board Policy 3235, all online tools used by students must have a completed Student Data Privacy Agreement.

Work with your tech liaison to see if the tool you are interested in is available for your use.

## CLASSROOM DEVICE MONITORING

The effectiveness of classroom device management relies on establishing technology norms and a teacher's physical presence with students. Lightspeed Classroom (LSC) is an optional tool available to SK teachers to help support classroom management.

Lightspeed Classroom allows teachers to increase instructional time in the classroom by giving them insight into student activity and managing the use of Chromebooks in the classroom.

Pair the use of LSC with other classroom management strategies like using proximity and physically checking in with students.

For more information, visit the SK Digital Learning web site at <https://sites.google.com/skschools.org/sk-digital-learning>

## THE OFFICE PATH

Office coordinators have some specialized tools to help with building operations, many of which are in the Toolbox (<https://toolbox.skschools.org>). The notes below are an overview of some of the tools available.

### PHONE ASSIGNMENT

Telephone extensions (including Jabber and Voicemail) are assigned in Toolbox.

- **Toolbox – Phones**

Next to an extension number, choose the staff member to assign. If they already have a voicemail account, it will be immediately moved. If they are a new staff member without a voicemail account, it will be processed overnight and they will receive an email confirmation the following morning.

#### NEW FOR 2025-2026 – ROOM PHONE ASSIGNMENTS!

Also new in Toolbox this year, please indicate which telephone handsets/extensions are located in offices and classrooms. This will automatically update Skyward Qmlativ to provide an easy directory for searching and printing.

### KEY MANAGEMENT

Assigning key fobs is also found in Toolbox.

- **Toolbox – Keys**

You will see a listing of your staff members. Enter the key fob number next to the staff member's name and click the Assign Key button. To get more key fobs, please contact ITS at x7047.

There are other features including blocking staff (to hide from weekly email reports), building/hall pass keys, reviewing door schedules, looking up alarm schedules and much more. Refer to the [Guide To Electronic Door Access Control](#) guidebook for more detailed information.

### TANDEM CAL

TandemCal is the official district calendar for events for school events, athletic events and district activities.

- <https://skitsap.tandemcal.com>
- Click **Sign In** and then **Sign In With Google**

Please contact Community Relations at x7005 for more detailed training materials.

### LOCKDOWN ALERTS

The primary method for activating a building-wide lockdown alert from your desk phone is:

- Press **# # #** then **Call** and enter **9 9 9 #** as the access code. Repeat this step to turn off the alert.

In addition, school offices have blue buttons in prominent locations. Administrators also have access to trigger a lockdown from the SKGO mobile app.

For more information on the overall process (including drills), please refer to the Lockdown Process sheet from ITS.

## PAPERCUT COPIERS

The Sharp copier fleet uses a software package called PaperCut to track copier codes and accounting activity. There is no automated billing currently configured, but you can access the PaperCut web tool to generate activity reports.

- <http://papercut/admin> (on SKSD network)
- Log in with your network account and password

Please contact Information Technology Services at x7047 for more detailed training materials.

Staff can retrieve their personal copy code in Toolbox under **Account – My Staff Profile** and look for **Papercut**.

## THE TECH LIAISON / LIBRARIAN PATH

Given the level of technical detail of the tasks performed by tech liaisons / librarians, we'll direct you to the separate [Tech Liaison Guide](#). Tech liaisons can find the guide in **Google Drive – Shared Drive – Tech Liaisons – Tech Liaison Handbook**.

## THE ADMINISTRATOR PATH

Administrators have additional resources to help them with planning, communication and building management.

## LEAVE CALENDARS

For an easily digestible (and mobile!) view of your employee's leave, we have a dynamic calendar feed from Red Rover that will automatically show those events in Outlook, on your phone, etc.

- **Toolbox – My Account – Leave Calendar**

## DIGITAL SIGNAGE

Some schools and departments have large displays for signage. For cost and simplicity, we have standardized on using Chromeboxes and Google Slides as the digital signage platform. Let us know if you'd be interested.

## SCHOOL/DEPT PHYSICAL UPGRADES

We don't have anyone on staff for network wiring or physically mounting things (projectors, displays, etc.), which means contracting things out. While it may *seem* simple, state law requires public works/prevaling wage for these types of projects. Again, let us know how we can help.