

# Computer Username and Password

Username = your first and last initials+0+Employee# (ex. ab012345)

Password default: Matsuk12

New employees will be prompted to create a new password the first time they log into a MSBSD account:

- Minimum 8 characters
- At least one character from 3 of the following groups: uppercase, lowercase, number, special character
- Cannot contain your first or last name

Passwords can also be updated via the [Password Recovery](#) page.

Need help? Call 907-761-4357 or email [CallCenter@matsuk12.us](mailto:CallCenter@matsuk12.us)

Which username do I use for each application?

ACCOUNT	USERNAME	DESCRIPTION
Google MSBSD	ab012345@apps.matsuk12.us	Gmail, Google Drive, Google Classroom, Google Meet
Papercut	ab012345	Print Management Tool for district network printers.
Password Recovery	ab012345	Update your MSBSD password, forgotten password help.
SafeSchools	ab012345	District mandated training.
Synergy	ab012345	Student Information System (SIS)
TeamDynamix (TDX)	ab012345	Service requests, tickets, Knowledge Base articles.
Adobe Sign	ab012345@ad.matsuk12.us	PDF and e-signature, primarily used by HR and Payroll.
Employee Access	ab012345@ad.matsuk12.us	Personal and payroll documents.
Frontline	ab012345@ad.matsuk12.us	Substitute Placement, Absence Management & Professional Development
My Mileage	ab012345@ad.matsuk12.us	Calculate and report mileage for reimbursement.
Office 365	ab012345@ad.matsuk12.us	Outlook Email, Office Apps, Teams, OneDrive, & OneNote.
ParentSquare	ab012345@ad.matsuk12.us	District messaging system system. Click "Sign in with Microsoft"
Alice	first.last@matsuk12.us	Mandated training. Default password changes annually, <a href="#">click here</a> for details.
Email Quarantine	first.last@matsuk12.us	Manage your MSBSD Email Spam settings. (Barracuda)
KnowBe4	first.last@matsuk12.us	Mandated training. Phishing and spam email training utility.