

Technology Training for New Hires Quick Sheet

Support:

Contact the **Help Desk** at ext. 70445 or email helpdesk@collierschools.com



Training:

Contact **Sheryl Priester** ext. 70417 or email priess@collierschools.com

Resource: <https://www.collierschools.com/support-services/technology-training/tutorials/p-training/~board/staffnet-technology-training/post/ccps-tech-1775145259965>

Network Account Information

Used to access CCPS computer systems, programs and applications

- **What's included:**
 - Network Username
 - CCPS Email Address
 - Employee ID Number
- **Where to find it:** Your onboarding correspondence

Password Management (CCPS Portal)

Website: <https://portal.collierschools.com>

- Change your password
- Complete acknowledgements and updates
- Manage benefits
- **Accessible:** Once your network account is issued

Resource: [Password Management](#)

CCPS Portal

Website: <https://portal.collierschools.com>

- Used to view/update benefit elections, professional learning transcripts, registration, volunteer, etc.
- **Accessible:** Once your network account is issued

Resource: [CCPS Portal](#)

DUO Two Factor Authentication (2FA)

- Adds a second layer of security
- In addition to your network credentials, confirm identity through a trusted device

Resource: [DUO 2FA](#)

Outlook Web Access

Website: <https://webmail.collierschools.com/owa>

- Used to access email offsite.
- **Accessible:** Once your network account is issued

Resource: [Outlook Web Access](#)

Acknowledgement of Policies and Procedures (CCPS Central)

Website: <https://portal.collierschools.com>

- Must complete within the first 30 days of start date
 - Policies and Administrative Procedures
 - Human Trafficking Awareness

Resource: [Acknowledgements](#)

SafeSchools

Website: <https://collier-fl.safeschools.com/login>

- Used to complete yearly training modules (blood borne pathogens, hazardous materials, etc.)
- Complete within the first two weeks after first paycheck

Resource: [SafeSchools](#)

Technology in the Classroom

- Projector, document camera, IFP, morning announcements, and more

Resource: [Technology in the Classroom](#)

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Phone Use or Voicemail Setup QRG

- Confirm with your Administrator or Office Manager that you will be issued an extension
- Default PIN 1379

Resource: [CISCO Phone System QRG](#)

EZ-Stub

Website:

<https://my.doculivery.com/External/ccps/Login.aspx>

- Electronic check stub system for securely accessing paycheck stubs
- **Accessible:** Once you receive your first paycheck from CCPS

Resource: [EZStub - Getting Started](#)

iBriefings

Website: <https://ibriefings.collierschools.com/>

- District communication portal
- **Accessible:** Once your network account is issued

Resource: [iBriefings Quick Reference Guide](#)

FrontLine Professional Growth (CCPS Central)

Website: <https://collierschools.com> > StaffNet > CCPS Central

- Used to register for staff development or technology training courses and absence management
- **Accessible:** Once your network account is issued

Resource:

- [Guest Teacher/Assistant Quick Reference Guide](#)
- [CCPS Central How To's](#)

FOCUS

Website: <https://focus.collierschools.com/focus/>

- Student Information System
- **Accessible:** Once request/form is submitted by Administrator

Resource: [FOCUS How To's](#)

CANVAS

Website: <https://collierschools.instructure.com/>

- Learning Management System
- **Accessible:** Once your network account is issued

Resource: [CANVAS Cheat Sheet for Teachers](#)

Microsoft O365

Website: <https://www.office.com/>

- Cloud version of Microsoft Office, including OneDrive and Microsoft Apps

Resource: [Microsoft Office How To's](#)

Remote Access

Website:

<https://horizon.collierschools.com/portal/webclient/#/home>

- Utilize the remote desktop from your personal computer/laptop
- **Accessible:** Once your network account is issued

Resource: [Remote Access QRG](#)

Security Awareness

- Do NOT share usernames and passwords or log in for others
- All students and guest teachers/assistants have their own login

Training Resources *ccps website*

(district website/staffnet/technology training)

Website: <https://www.collierschools.com/training>

- Access training and support documents and guides documentation