

# Computer Username and Password

[papercut](#) • [email](#) • [google](#) • [synergy](#) • [Frontline](#) • [password](#) • [username](#) • [adobe](#) • [alice](#) • [knowbe4](#) • [mileage](#) • [office](#) • [parentsquare](#) • [safeschools](#) • [teamdynamix](#) • [tdx](#)

## Overview:

**Username:** Your first and last initials+0+Employee# (ex. **ab012345**)

**Default Password: Matsuk12**

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

- Minimum length of 8 characters.
- At least one character from 3 of the 4 following groups: uppercase, lowercase, number, special character.
- Cannot contain your first or last name.

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

A printable version of this page is included in the Attachment section to the bottom right.

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