

Paulding County School District

Substitute Account New User Credential Sheet

New User Credentials -

Usernames and initial passwords are created based on the information provided to HR.

If a preferred first name is entered instead of a legal first name, credentials will reflect the preferred name provided. Substitute teachers are not assigned a district email account.

Username: First name + Middle initial + Last name + the 3rd and 5th digits of the Employee ID @ paulding.k12.ga.us

Initial password: Capital First Initial of + Capital Middle Initial of middle name (if middle name was provided on social security card) + Capital first 2 letters of last name + employee ID.

Example:

- Employee name: Sarah Jane Smith
- Employee ID: 123456
- Email/Username = sarahj.smith35@paulding.k12.ga.us
- Username = sarahj.smith35
- Password = SJSM123456

Upon initial login, you will be required to change your password, select a secure password you can remember but others cannot guess. Never share your password.

Passwords must be eight characters long, cannot be a previously used password, cannot contain the username, and must include **three** of the following items:

- Uppercase letter [A-Z]
- Lowercase letter [a-z]
- Number [0-9]
- Special Characters [!,#,\$]

All district substitute accounts are protected using Multi-Factor Authentication (MFA). For questions regarding setting up MFA you can review the [PCSD Cybersecurity Site](#) or our [Knowledge Base Article](#).