PRESCOTT UNIFIED SCHOOL DISTRICT

Welcome to the PUSD Team!

New Staff Essential Onboarding Information

Welcome to Prescott Unified School District! We are thrilled to have you join our community. Below is critical onboarding information to help you navigate your first few days with us successfully.

1 Your PUSD Gmail & Google Account Login

PUSD utilizes Google Workspace for email, shared drives, and calendars.

- Access your webmail by navigating to www.gmail.com and clicking **Sign In**.
- **Ensure that you enable 2-Step Verification when setting up your district account.**
- It is the responsibility of ALL staff to regularly check their district email once per week.

Email/User:	**first.lastname@prescottschools.com**
Password:	**Prescott123!**

- You will be required to establish a unique permanent password on your first sign-in.

2 Your Computer Login

Log in to your assigned district computer using your primary staff credentials:

Username:	**first.lastname**
Password:	**Prescott123!**

- Upon initial login, you will be prompted immediately to change your temporary password.
- Your new password must be at least **eight characters** and contain an uppercase letter, a lowercase letter, a number, and a special character from this set: @!#$%^&*()_[]{}|:;<>.?/

3 Time Clock Plus (TCP) & Printing

Your assigned TCP Badge Number serves two critical purposes:

- Daily Attendance: Used to clock in and out of work daily.
- Secure Printing: Acts as your personal passcode for any "Follow Me" printing across district equipment.

> HR will provide you with your badge number while you are onboarding.

4 Creating Your District ID Badge

Your physical District ID badge is required to be worn on-site. Please email a self-portrait headshot to **both** HR contacts listed below:

- Patty.patrzalek@prescottschools.com
- Kathy.segal@prescottschools.com

Please clearly include the following details in your email body:

- Your Full Registered Name
- Official Job Title
- School Site / Work Location

5 Employee Handbook Compliance

Every employee signs a formal acknowledgment during hiring confirming they will thoroughly familiarize themselves with school district guidelines. The Employee Handbook is available to all staff and can be viewed by visiting the HR section of the PUSD website.

6 Synergy - Student Information System (SIS) Account *(If Applicable)*

If your instructional or administrative duties require database access, navigate to the teacher portal at az-prusd.edupoint.com:

> **Username:** `first.lastname`
>
> **Password:** `Prescott123!`

Need Assistance?
The PUSD Technology Department and administrative teams are here to help.

Email: **helpdesk@prescottschools.com**
Phone Ext: **70120**