

Computer Username and Password

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Overview:

Username: First initial + last initial + O + employee ID number. (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, symbol.
- Cannot contain your first or last name.

Once set, the password is District-wide, and can be used for almost every District service or application.

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

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

*Need help? Call **907-761-4357**, or email **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	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	Professional growth.
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".)
Email Quarantine	first.last@matsuk12.us	Manage your MSBSD Email Spam settings. (Barracuda)
KnowBe4	first.last@matsuk12.us	Mandated training, and phishing/spam email training utility.
Red Rover	first.last@matsuk12.us	Substitute placement, absence management, time and attendance.