WATERTOWN
CITY SCHOOL DISTRICT
Our Children, Our Future!

NEW STAFF ONBOARDING

Getting Your Staff ID Badge

STEP 1 · REQUEST

Submit the WCSD IT Badge Request Form

Scan the code or open the request form.
WCSD employees go straight to scheduling.

EXTERNAL AGENCY?

Requests are sent to **HR for approval** first.

Approved: continue to Step 2.

Denied: an email is sent to the requester with the response.

HAVE READY Employment status · request type · buildings you need access to · any after-hours access times · email & phone · company name (non-WCSD only)

STEP 2 · SCHEDULE

Book Your Photo

You'll be sent to a booking page to schedule your photo with the AV Team.

STEP 3 · ARRIVE

Go to the WHS Main Entrance

Present your ID and you'll be directed to the AV Room.

STEP 4 · SMILE

Photo & Badge Account

The AV Team takes your photo and creates your badge account.* Your badge will be printed by the IT Department and mailed to your building.

STEP 5 · RECEIVE YOUR BADGE

Access Badge

IT programs access, prints your badge and sends it to your building.

Pick it up at your new work location when you begin your role.

Non-Access Badge

The **AV Team prints** your badge right after taking your photo at Watertown High School.

Also: new staff are asked to participate in the district's Staff Onboarding sessions.

QUESTIONS? AV ROOM
315-785-3850

Michael Schanely, AV Technician
mschanely@watertowncsd.org

Erica Jones, Technology Aide
ejones@watertowncsd.org

*Your photo is added to the staff directory on the district website (internal view only) and may also be used for press releases, presentations, and social media posts.

WATERTOWN CITY SCHOOL DISTRICT
Our Children, Our Future!

IT DEPARTMENT

ID Badge Request Process

Submit the WCSD ID Badge Request Form

WCSD STAFF

WCSD Employee
New or existing

Board of Education Approval Required

NON-WCSD STAFF

Non-WCSD Employee
External agency or contractor

Sent to HR for approval

✓ **Approved**

✗ **Denied**

Email sent to requester with the response

ALL APPROVED STAFF

Schedule a photo appointment on the booking page

QUESTIONS?
AV Room
315-785-3850

Visit WHS main entrance → AV Room: AV Team takes photo & creates badge account

Scan or click for the request form

Access Badge

IT programs access, prints your badge and sends it to your building. Pick it up at your new work location.

Non-Access Badge

AV Team prints your badge right after taking your photo at Watertown High School.

New Staff & Substitute IT Onboarding

WATERTOWN CITY SCHOOL DISTRICT • WELCOME TO THE CYCLONES TEAM

26-27 Monthly Schedule **Fridays at 2:00 PM** October 23, November 20, December 18, January 22, February 26, March 19, April 23, May 21, June 25

📍 **Watertown Learning Center Conference Room** — 532 South Massey Street, Watertown, NY

Basic Access Systems Access

- Sign in with your district Outlook email & temporary password
- Create and use a strong, unique, 15-character password and never share your login with anyone
- Set up multi-factor authentication (MFA) the first time you log in — IT will guide you
- ClassLink

Building Safety Basics

- Sign in at the front office and wear your visitor/staff ID badge at all times
- Know your building's evacuation route and nearest exits
- Learn the procedures for lockdown, fire, and shelter-in-place drills
- Never prop open exterior doors or let unbadged visitors inside
- eHall Pass (grades 6-12)
- Report safety concerns to the main office

Key District Systems

- Frontline — accept substitute jobs, report absences, view assignments
- Focus — attendance, gradebook, and student information
- District Website — staff directory, calendars, forms, and handbooks
- IT Help Desk & Ticket System— for login issues, equipment, or tech troubleshooting
- ParentSquare Emergency Notifications

Cybersecurity Basics

- Lock your computer (Windows key + L) whenever you step away
- Watch for phishing — suspicious links, urgent requests, or unknown senders
- Never email student information or data to a personal account
- See something suspicious? Report it to the IT Help Desk right away

✅ Bring With You

- Government-issued photo ID (*if you need a badge*)
- A notebook & pen for training

Questions before your session? Contact the IT Help Desk!
ITHelpDesk@watertowncsd.org 315-786-5085

WELCOME TO THE TEAM — WE'RE GLAD YOU'RE HERE!