



Work Orders

- Submit: myschoolbuilding.com
- Account number: **487396557**
- Submittal password: **remember**
- Answer all questions
- Check email for responses



Email

- Use Outlook 2016 on your desktop computer
- Use Office 365 Online: <https://portal.office.com>
- iPhone and Android apps are available



Computer Access and Passwords

- Use district login for in-district computers, Schoology, Outlook/Office 365 online, and Enrich.
- Change password every 30 days (you will be prompted), from an in-district computer.
- New passwords must have at least 8 characters, and use 3 of the following: capital letter (ABC), lowercase letter (abc), Number (123), symbol (@!#?).



Document and File Storage

- Store files on local network drive (U).
- Use Microsoft OneDrive for better access to files. OneDrive can be synced to desktop from O365 online. Use with Mobile Apps.
- Do not permanently store files on your desktop. Do not use USB storage devices (thumb drives, flashdrives, harddrives).



WiFi and portable devices

- District-wide WiFi coverage is for education-related devices.
- District-owned devices will be connected by IT staff.
- To be connected to D4 Wireless- use your district user name and password.



PowerSchool 19.4.2 & PowerTeacher Pro

- We use PowerTeacher Pro. The gradebook launches in-browser (no more java).
- PowerSchool receives grading and attendance from Schoology.
- Schoology receives teacher/student information and class setups from PowerSchool.



Schoology

- Visit: schoology.spartanburg4.org
- Some classes are managed through Schoology
- Schoology receives teacher and student information and class setups from PowerSchool.
- Schoology is the main source for grades and attendance.

Device sign outs

- Fill out a device sign-out form for any devices you are assigned and return it to your STC.

Technology Help Center on Schoology:

<https://schoology.spartanburg4.org/course/1127670936>