Bristol Warren Regional School District

<u>Technology Orientation for Employees</u>

2023/2024 School Year

Contents

Welcome
Welcome to the Bristol Warren Regional School District!

To make your transition a little easier we are providing you with some essential information that you need to access the main technology systems and tools utilized throughout the Bristol Warren Regional School District (BWRSD).

BWRSD Account

Once the Human Resources (HR) department finalizes your paperwork, your account will be created. This is an overnight process. An email will be sent to your personal email address provided to the HR department when your account is created. The email will have your BWRSD email address, username, temporary password, and a copy of this document attached. You will be able to access your BWRSD email account via any internet browser. You are required to follow the BWRSD technology policies and procedures. **Please Note: Your account is active for the time you are employed at BWRSD. Upon leaving the district, your account is disabled immediately.**

CHROMEBOOKS

- Teachers and Teaching Assistants will be provided with a Chromebook
- The HR department and the Technology department will coordinate your district-issued Chromebook. Your assigned Chromebook will be dropped off at your assigned location typically on a Tuesday or Thursday.

- You must change your temporary password using the below process:

1. Follow the directions here to set / change your password and log into the Chromebook.

When you login to your district issued Chromebook for the first time you will be presented with a BWRSD-Clever tab. You will use BWRSD-Clever to access our many online resources. BWRSD-Clever information on the next page.

If you are having problems with your login or password, please submit a tech request by sending an email to ithelpdesk@bwrsd.org. If you cannot send an email, please call the tech help desk at x5200 and leave your number and name, as well as the issue. This will automatically generate a tech request. More information about tech requests on page 6.

DISTRICT WINDOWS DEVICES

You will need a login and password to access BWRSD resources. **You must login for the 1st time at a BWRSD building connected to the BWRSD network.**

- Username: firstname.lastname
- Password: Enter the temporary password emailed to you. You will be forced to change your password. You new password must:
  - Be At Least 8 Characters Long
  - Include a Uppercase & Lowercase Letter
  - Include a Number
  - Include a Special Character / Symbol
  - Cannot contain part of your name or username

- **You must then follow these instructions to enroll in Duo**

If you are having problems with your login or password, please submit a tech request by sending an email to ithelpdesk@bwrsd.org. If you cannot send an email, please call the tech help desk at x5200

and leave your name and telephone number with a description of the issue. This will automatically generate a tech request. There is more information about tech requests further in this document.

BWRSD-Clever

BWRSD-Clever is an online portal which provides you with access to the many resources that are available to our users via a single sign on process.

When you are online using a BWRSD Chromebook, it will automatically open up to BWRSD-Clever.

When you are online using a BWRSD Windows device, you must sign into the Chrome Browser with your BWRSD credentials.

If you are not on a BWRSD device, then you will have to navigate BWRSD-Clever by entering the following website address in the address bar: https://clever.com/in/bwrsd or by navigating to the BWRSD website (www.bwrsd.org) and clicking on the"Staff" page. This is where you will find the link to BWRSD-Clever link and additional staff information.

Remember to Sign Out when you are done with your session, particularly on a public or shared computer.

You will access BWRSD-Clever by signing in with your BWRSD Account.

BWRSD Email/Gmail and your Google Drive

- You will use BWRSD-Clever to access our many online resources, including BWRSD Gmail and Google Drive.

- You can learn more about Google Workspace for Education at this link.

Your BWRSD Google Drive

Using your BWRSD Google Drive to save your data has its benefits. Your Google Drive provides you with space and you can access your files from anywhere on any device. File sharing collaboration is easy and secure. You can decide to share a particular document or an entire folder with just one person or a group of people. This data is backed up regularly.

WARNING: Saving data anywhere other than your Google Drive is not recommended or supported by BWIT as it is not backed up and cannot be retrieved if a malfunction such as a disk/drive failure occurs.

BWRSD Student Data Privacy

BWRSD requires all digital resources to be evaluated to ensure student data privacy. Please see this list of BWRSD approved resources. The list is updated as new resources are approved. **Staff, Teachers, and Students are not allowed to use resources that require account creation /**

personal information that are not approved. If you are not sure if a resource is approved, please submit a technology request as detailed below.

BWRSD Technology Requests

- Incident IQ is the system used in BWRSD to manage and track requests for technical assistance and/or technical training. It is our work-order system and helps the IT Department prioritize and follow up on technology requests.

- All communication between you and the assignee appears in Incident IQ and in your BWRSD e-mail.

- **Please be as specific as possible** when making your request or describing your issue. Please include the following information in your email: Name, date, building, classroom or location, detailed description of issue or request and what you have done to troubleshoot the problem. If you cannot login to a device, please leave a phone number where you can be reached.

    Access: There are 3 ways you access Incident IQ:

    1. BWRSD-Clever-icon which will take you to the "IT Support Site."

    2. If you are not using a BWRSD computer or you can't get to the district website, you can send an email message to ithelpdesk@bwrsd.org with all of the appropriate details regarding your request.

    3. You may leave a detailed voicemail message at extension 5200 which will be transcribed into a ticket.

    Check your tech request status: BWRSD-Clever- IT Help Desk icon; click on "Tickets" and then click on the ticket that you want to view.

    To view completed tech requests: BWRSD-Clever- IT Help Desk icon; click on "Tickets" and then click on "All Tickets" to view a list of your in progress and closed tickets. Click on a ticket to view the ticket details.

    The IT Department requires users to submit their **OWN** tech requests unless there is no access.

    Students and parents who need help with the Aspen Portal should contact portal@bwrsd.org

BWRSD Copy Machines/Printers

The multifunction copy machines are located strategically in your buildings. They allow adult users to print, copy, scan and scan to email/Google Drive anywhere in the district using your

identification badge. If your badge is not readily available, you may login using your username and password. The first time you use a printer, please follow these steps to link your badge to the printing system. To release print jobs or make copies please follow these instructions.

Printing for students in grades K-12 requires a username and password.

Copy machines perform 3 functions:

- Scan: Scan documents to email and/or Google Drive
- Copy: Make copies of documents
- Print: Send documents from your computer to the copier for printing. You may obtain these documents at any copier in the district.

Cloud printing is available to the BWRSD-BW or BWRSD-color printers/copy machines. This allows you to print documents remotely and obtain them when you are in the district.

BWRSD WiFi Networks

District devices automatically connect to the appropriate network

Personal devices use BWRSD-Public. The password is available at the building level. See your front office staff or Library Media Specialist.

Frontline Absence Management or AESOP

Frontline Absence Management is BWRSD's tool for managing employee attendance and placing substitutes.

You may access AESOP via the Internet from the Staff page on our district website, or you may go directly to AESOP

Please contact HR for more information.

Aspen Student Information System

Aspen is the Student Information System that is used in BWRSD. How you use Aspen depends on your role in the district. Teachers use Aspen to maintain their gradebook, manage attendance, and view student information.

You should be logging into Aspen through your new BWRSD-Clever. Please click on the "**Login with Google**" button in Aspen one time and let it spin for a second or two and it will open.