



**Bristol Warren Regional School District**

**Technology Orientation for Employees**

2019/2020 School Year

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## 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, BWRSD-Clever and Staff Webpages](#)

Once the Human Resources (HR) department finalizes your paperwork, your account will be created. This is an overnight process. You will be able to access your BWRSD email account via any internet browser.

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.

We recommend that you access BWRSD-Clever and enter the credentials provided to you by the HR Department.

You can access BWRSD-Clever by entering the following website address in the address window: <https://clever.com/in/bwrsd> or by navigating to the BWRSD website ([www.bwrsd.org](http://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.

- **Login:**       firstname.lastname
  - **Password:** You will be given a temporary password when you meet with the Human Resource Department
  - Teachers will be provided with a Chromebook
  - You must change your temporary password
1. Access “Guest Mode” on the Chromebook and navigate to the following web address to enroll into our automatic password reset software.
  2. Follow the directions to change your password.
  3. You will then be allowed to use the new password to login to the Chromebook.
  4. <https://passwordreset.bwrsd.org>
  5. Your new password must be at least **8 characters (lower and upper case letters and at least 1 number. It cannot include any part of your name or a past password.)**

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

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

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 window: <https://clever.com/in/bwrsd> or by navigating to the BWRSD website ([www.bwrsd.org](http://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.

## **Mobile App**

You may also download our mobile app for password reset. Visit the Apple App Store or Google Play Store to download and install the ADSelfService mobile App.

Follow the directions and use the server name of passwordreset.bwrsd.org and the port number 443. Select HTTPS protocol.

## **BWRSD Technology Devices For Teachers**

Please call x5200 and leave a message with the IT Department to request your district-issued Chromebook. Please leave a clear message with your name and a telephone number to reach you.

Teachers will receive an electronic acceptance policy in their BWRSD email for your district issued technology device. You may access your BWRSD email from any web browser (see above). Please read the instructions carefully and follow them to accept the conditions in the policy. Complete the electronic acceptance policy according to the instructions. Once this form is received by the IT Department, your district Chromebook will be provided to you.

### **[Logging into a BWRSD Device:](#)**

#### **CHROMEBOOK**

You need a login and password to access BWRSD resources.

- **Login:**           firstname.lastname
- **Password:** This will be the password that you created **(above)**

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.

If you are having problems with your login or password, please submit a tech request by sending an email to [ithelpdesk@bwrsd.org](mailto: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 later.

#### **DISTRICT WINDOWS DEVICES**

You will need a login and password to access a BWRSD resources.

- Login:            firstname.lastname
- Password: You will be given a temporary password when you meet with the Human Resource Department
- You must change your temporary password prior to being able to access your account. While in BWRSD, click on our password reset tool to perform a password change. If you are out of

the district, navigate to the “Staff” area of the BWRSD website or navigate to the below link to perform this function:

<https://passwordreset.bwrsd.org>

If you are having problems with your login or password, please submit a tech request by sending an email to [ithelpdesk@bwrsd.org](mailto: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 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 Apps for Education at <http://learn.googleapps.com/>.

### **Your BWRSD Google Drive**

Using your BWRSD Google Drive to save your data has its benefits. Your Google Drive provides you with unlimited 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 hard drive failure occurs.**

**Please Note: Your account is active for the time you are employed at BWRSD. Upon leaving the district, your account is expired immediately.**

### **BWRSD Shared Google Drives**

BWRSD’s Shared Google Drive provides a central storage and collaboration space for documents, information, and ideas. Folders are managed at the building level by designated individuals who will assign permissions accordingly. Resources that are helpful to the respective building or district should be stored here. This ensures continued access by users should the author’s individual account become disabled.

Please see your Principal if you would like to contribute to this Drive.

There is a link on your BWRSD-Clever for the shared Google Drive.

1. **It is organized by Level**
  - BWRSD is the District Level
  - MHHS is the High School Level

- KMS is the Middle School Level
- Elementary Schools is the Elementary Level
- Within the Elementary School is a folder for each school to store information if it is specific to each school.

## Resource Reservations

Resource Reservations and School Dude are used to reserve facilities in the school department. Please contact your building administrator for this information.

## BWRSD Technology Requests

- SpiceWorks 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 SpiceWorks (orange icon) 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 e-mail: 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 (see below).

**Access:** There are 3 ways you access SpiceWorks:

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](mailto: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- Spiceworks icon; towards the top of the page you will see “Check the status of your open help requests below”, and click on the ticket that you want to view.

**To view completed tech requests:** BWRSD-Clever- Spiceworks icon; on the right side of the page you will see “Completed IT Help Requests”, click the link that says “View your closed tickets”, which will show you all your previous tickets.

The IT Department requires users to submit their OWN tech requests unless there is no access. If there is no access, they should consult the Library Media Specialist for help.

## [How-To's & Tips](#)

The How To's and Tips are located in the Spiceworks Support system under the "How To" tab.

## [BWRSD Copy Machines/Printers](#)

The multifunction copy machines are located strategically in your buildings. They allow adult users to print, copy and scan anywhere in the district using your identification badge. If your badge is not readily available, you may login using your network login and password.

Printing for students in grades 6-12 requires a username and password.

Students in grades K-5 may print directly to the copy machines.

Copy machines perform 3 functions:

- Scan: Scan documents to email
- 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 from district Chromebooks to the BWRSD\_BW or BWRSD\_COLOR printers/copy machines.

## [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.

## [AESOP](#)

Aesop is BWRSD's tool for managing employee attendance and placing substitutes. At your earliest convenience you should call 1-800-947-3767 to register and record your own phone message.

You may access AESOP via the Internet from the Staff page on our district website, or you may go directly to AESOP by going to: <http://www.aesoponline.com/login2.asp>

User Guides are available on the Aesop home page located at the bottom, left corner of the screen. Please contact HR for more information.

## [LINKS TO AESOP GUIDES](#)

These can be found on the BWRSD Website under *District Offices>Technology>Documents*  
[Employee](http://goo.gl/mO42nX) (<http://goo.gl/mO42nX>)



[Substitute](http://goo.gl/IUIB9V) (<http://goo.gl/IUIB9V>)

### [Aspen Database](#)

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.

**Login ID:**    firstname.lastname

### [BWRSD Technology Related School Policies](#)

Use the following navigation to access Technology and Technology Related BWRSD Policies:

District Website Homepage>District Offices>Technology Department>Policies

Or click on the below link:

[Technology and Technology Related BWRSD Policies](#)