



NEW CERTIFIED STAFF TECHNOLOGY INFORMATION

This document will assist you with accessing and using technology in the Olathe Public Schools.

District Network Login:

After you are hired, the Human Resources Division sends information to the Technology Division to create your network account. After your appointment at HR to fill out paperwork please visit the Technology Support Center (across the parking lot) to log on to the network for the first time and change your password, and make an appointment for checking out your mobile device.

Username:

- Press **CTRL** or **CTRL + ALT + DELETE** simultaneously to access the Windows 10 Secure Login screen.
 - Your district assigned username will normally be your first initial, middle initial and last name; i.e. Employee Jane A. Doe would be assigned the username: **jadoe**.
 - In the event a current staff member has been previously assigned a username, the second letter of the first name will be added; i.e. John A. Doe would then be assigned the username: **joadoe**.

Password:

- The first time logging on to the network, use the password **Olathe19** (**O is a capital**) and press **ENTER**. You will receive a message stating *"the user's password must be changed while logging on the first time"*.
- You must then enter a password of your choice that is **at least 8 characters in length, containing at least 1 UPPERCASE letter and at least 1 number**.
 - This will be the new password for your network user ID. Your username and password should **not** be shared with anyone and you should **never** allow any other staff member or student to log on the network using your username and password.
 - Network passwords expire **every 90 days**.

District Network Drives:

Once you have logged on to the network you will have access to various network drives. You should always save work-related information/files to a network drive or cloud storage (OneDrive for Business) and **never** to the hard drive of the computer.

**Note – 1:1 High Schools will have no access to network drives via Mac devices. Office 365 (OneDrive for business) will be your storage solution.*

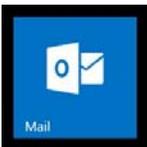
- The **H: drive** is your home directory. It resides on a district server and is password protected and backed up nightly. This drive is associated to your username and may only be accessed when logging into the network with your username and password from inside the district.
- The **T: drive** resides on the server and is a shared drive for **teachers**.
- The **S: drive** resides on the server and is a shared drive for **office staff**.
- The **O: drive** resides on the server and is a shared drive for **teachers and students**. Teachers may place assignments on this drive for students to access—teachers have full rights to save, delete and modify any files on this drive. **Students may only open a file from the O: Drive - and must then save it to their own H: drive to modify the document.**
- **OneDrive for Business (cloud storage) and all other MS 365 products** can be accessed using your district username and password at **office.com** or the **Tech233** website. Cloud storage is the preferred storage solution for your files and folders. OneDrive for Business provides up to 5 terabytes of storage.

You should **never save to the hard drive** of your computer (**C: drive**). If the computer must be reimaged for repair, or if the hard disk drive is damaged, any files saved on the hard drive **cannot** be recovered. Files saved to any of the network drives, or OneDrive for Business are backed up. If files are accidentally deleted, they can be recovered from the server/cloud.



The Technology Division's **Tech233** website (<http://technology.olatheschools.com>) is a rich source of information. There you will find easy access to many district resources (**Office 365, SchoolDude, O-Zone, etc.**), and other shortcuts.

- The site is available at school, at home, and on mobile devices.
- Every employee has a Tech233 icon on their desktop and/or mobile device.
- On this one site you'll have access to the most important support resources.
- Is a webpage failing to load? Check the **Tech233** website for known network outages.
- **SchoolDude** - Having technology issues? Please use SchoolDude to submit work orders to get our fastest service.
- **my Password** - Allows students and staff to change their network password from home or school. Students can also create profiles so that staff no longer need to vouch for them.
- **WIFI Get Connected (Bring Your Own Device (BYOD))**- Instructions for students, staff, and guests to get personal devices connected to the network.
- **Apple Support** - All things Apple from Urgent Updates and Solutions to many resources.
- **Add a Printer** - Use Internet Explorer to add a printer to your device within your building.
- **WWW Unblock** - Blocking and un-blocking websites requests.
- **Hardware-Software Requests** - Request new technology (account code required unless due to growth positions)



District Email accounts may be accessed via the **Outlook Desktop Client** and/or **Outlook Web Access (OWA)** accessed through the **O-Zone** (<http://o-zone.olatheschools.com>), or The **Tech233** website (<http://technology.olatheschools.com>). ***Important: You must login to your Email through Outlook Web Access the first time before using the Outlook desktop client.** After logging in through OWA, and setting the Time Zone, wait 30 minutes before accessing your email through the Outlook desktop client to allow your new password to sync with Outlook.

Launch a web browser (IE11 preferred) and go to: <http://outlook.com/olatheschools.org>
Enter your **full email address** -as shown at right - and your newly-created password to access your Email account. Select Sign in.
Choose Work or school account



Work or school account

Keep me signed in



Feel free to contact the Help Desk for further assistance.
Phone – 780-8058, Email Address – helpdesk@olatheschools.org
Hours: 7:30am-4:30pm Monday-Thursday, 7:30am to 4:00pm Friday.
For our fastest service response, please enter service requests through SchoolDude