

Year 2014-2015

August Issue



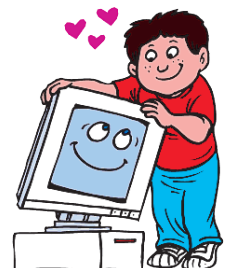
## Teacher Logins:

|                            |  |
|----------------------------|--|
| Computer                   | Login-lowercase first initial, lowercase last name, employee ID (Ex. dmartin2654)<br>Password-Uppercase first initial, lowercase last initial, last 4 digits of SS#, last 2 digits of employee ID (Ex. Dm222254)   |
| Extranet                   | Same as computer login. (See Above)  |
| Email (Office 365)         | Login-first name.last name@lpsb.org<br>Password-Password11 (Change to your preference after your initial login)  |
| Oncourse                   | Login-LPSB email address<br>Password-Oncourse (Change to your preference after your initial login)   |
| PowerTeacher               | Login-first initial, last name, employee number<br>Password-last 4 digits of your SS#  |
| TED                        | Login-LPSB email address<br>Password-Once logged in you will be prompted to set a password   |
| GoSignMeUp                 | If hired before 2006:<br>Login- first initial, last name, last 2 digits of SS#<br>Password-first initial, last initial, last 4 digits of SS#<br>If hired after May 2006:<br>Click on "My Account and then click on "Click here to Create a new Account". |
| Moodle                     | Same as computer login (See Above)   |
| Teacher Learning Community | Login-LPSB email address<br>Password-simple (Change to your preference after your initial login)   |
| SpiceWorks                 | Same as computer login (See Above)   |
| TPortal (Wi-Fi)            | Same as computer login (See Above)   |
| Munis                      | Login-1st initial, last name, employee ID<br>Password-last 4 digits of your SS#  |

\*It is imperative that all teacher logins be kept confidential. You are responsible for any computer activity while you are logged in.

## Student Login:

Login-last name , student 6 digit ID number (If less than 6 digits in the student ID number, add a zero at the beginning to make it 6 digits.)  
Password-first 3 letters of first name, last 4 digits of SS#



Livingston Parish School Board

# Tech Talk

## Curriculum Portal Elem. Math Resources:

Please be aware that a “Printer Friendly” version of documents is provided to you in OnCourse’s Curriculum Portal. This was necessary because images, graphs, charts, etc. do not upload correctly when using the “Export to Word” feature.

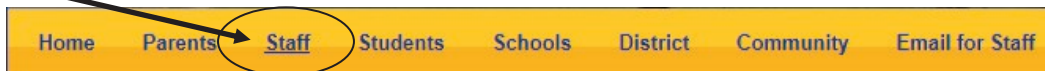
## Connecting to Wireless (TPortal):

Note:

1. You will use your LPSB computer login credentials to gain access to TPortal WiFi.
2. Your internet activity will be tracked and filtered by the district while on TPortal.
3. If you are blocked from content or a resource on your personal device and need access, turn off WiFi and use your 4g service.
4. Some of your Apps may not work properly while on TPortal.

## Teacher Resources:

There are many resources available to LPSB employees. To access these valuable resources, go to the “Staff” link on the LPSB Website homepage.



## Reporting Computer Issues: SpiceWorks!

**SpiceWorks** is our method of reporting technology related issues to the LPSB Technology Dept. If you have a technology problem you can’t resolve, follow these steps to submit a ticket to have someone see to your technological needs.

- 1 On the LPSB Website homepage, click on the “Staff” link.
- 2 Under the category “SpiceWorks: Submit a Ticket”, click on “Teacher & Staff Login”.
- 3 Log on to the Extranet using your computer login.
- 4 Complete the ticket to the best of your ability, and then click “Submit.”

Upon submission, your technology coordinator will be able to see your ticket. If he/she is unable to resolve your technology issue, he/she will then assign the ticket to the LPSB Technology Dept.

\*Only in case of an emergency, such as an entire lab down, should the LPSB Technology Dept. be called.

### What should you do before submitting a ticket in SpiceWorks?

- Shut down and restart your computer. Note: It is very important that you shut down your computer daily.
- Verify that everything is securely plugged.
- Make sure that workstation only is not checked if using a laptop.
- Make sure that wireless is turned off on laptops if you are connected with a cat 5 cable.

