New Teacher Orientation

Welcome from the Technology Department!

NAME	TITLE	LOCATION	EMAIL	PHONE
Cheryl Robinson	Technology Consultant	Division Office	chrobins@plpsd.mb.ca	Ext. 105
Ryan Ukno	Network Administrator	Division Office & Hutterian Schools	rukno@plpsd.mb.ca	Ext. 106
Vasyl Leshchyshyn	Computer Technician	Portage Collegiate	Lvasyl@plpsd.mb.ca	Ext. 2055
Sandra Drabot	Computer Technician	Ecole Crescentview & La Verendrye	sdrabot@plpsd.mb.ca	
David Citulsky	Computer Technician	Yellowquill & Ecole Arthur Meighen	techcitulsky@plpsd.mb.ca	Ext. 532 or 639
Trevor Fosseneuve	Computer Technician	Fort la Reine, North Memorial & Oakville	tfosseneuve@plpsd.mb.ca	Ext. 427 or 821

HELP DESK - - https://plpsd.on.spiceworks.com/portal/tickets   All request for tech support, including password resets, must be entered on the Help Desk. An icon should be on your computer desktop, if it's missing go to the link above and enter a request for it to be put on your desktop.

Technology Devices and Server Access You will be assigned a network login and password that you can use to log on to division computers and access the server. Your school technician will give you that information and set up your work computer, printer, Smartboard, projector, VOIP phone, etc. for you. If any of your equipment is not working or you need assistance in learning how to operate devices please contact your school tech as soon as possible.

Email A division email account will be provided. If you do not have an email account yet please contact Cheryl Robinson chrobins@plpsd.mb.ca or Sandra Drabot sdrabot@plpsd.mb.ca and we will send you your account information.

Maplewood Markbook Portage la Prairie School Division uses the Maplewood School Administration and Library Systems. The Maplewood Markbook is linked to the school admin system and hosted online. The Markbook is used for student information, attendance, seating plans, homework, marks, library, and report cards. If you have not received your Maplewood account information please contact Cheryl Robinson. If you need assistance using the markbook you can get help from other classroom teachers, your school tech, or Cheryl Robinson.

Maplewood Admin Account – Please contact Cheryl Robinson if you require an Admin account.

VOIP Please contact your school tech for information and help about using your classroom VOIP phone and accessing your voicemail. The VOIP phone is also used as an intercom device inside your classroom.

CLEVR Portage la Prarie School Division uses CLEVR for Literacy Data, IEP, and Special Needs Categorical Funding reports. Sandi Shaw-Lyons sshawlyons@plpsd.mb.ca will provide you with an account if it is needed.

WiFi If you have a personal device that you wish to connect to the WiFi please contact your school tech and they will connect the device. We do not release WiFi passwords.

SSID	PURPOSE
PLPSDM	School division owned device
STAFFSTU	Personal device from home (e.g. Laptop, tablet, smartphone)
VISITORM	All visitors

Firewall If you need to access a website that is blocked by our firewall please enter a Help Desk request and choose the Internet category.

CIMS EmployeeConnect **https://plpsd.cims-epic.ca/employeeconnect/employeesignone.aspx** Your EmployeeConnect account is issued by the Payroll Department Shelley Anderson sanderson@plpsd.mb.ca or Stephanie Northrup snorthrup@plpsd.mb.ca and is used for payroll, tax, PD, and leave requests.

Employee Payroll Purchase Plan The Employee Payroll Purchase Plan is being offered again from July 1, 2018 until September 28, 2018. All the information is available at http://www.plpsd.mb.ca/news-and-links/employee/payrollplan If you wish to participate then you must be a permanent full time or part time employee with the Portage la Prairie School Division. You may purchase from any firm that will accept a school division purchase order or you can purchase directly from a business and submit a receipt for reimbursement which will then be deducted through the payroll deduction plan. Contact Cheryl Robinson if you have questions.

Google Classroom – PLPSD has a Google Education Account and staff and students are issued Google Classroom accounts. Teacher and student account information is available from your school secretary at the beginning of the school year (Sept 5/18) and after that you can obtain a Google Classroom account by entering a Help Desk request

Read & Write for Google Chrome - Improve reading and writing confidence Read&Write for Google Chrome provides support tools for the web and common file types accessed through Google Drive, including: Google Docs, Google Slides, PDF, ePubs. You must use the Chrome web browser, log in to the Chrome web browser and also log in to your Google Education account to access the Read/Write Toolbar.
Google Read & Write – An Introduction https://youtu.be/4Bp0to8a9Z0
Quick Reference Guide
http://www.lrsd.ca/documents/general/ReadWrite%20for%20Google%20Chrome%20Quick%20Ref%20GUIDE%209.15.pdf

Microsoft Office 365 Employees of Portage la Prairie School Division are entitled to a free MS Office 365 account. Office 365 is a collection of apps and cloud services that you can use to be productive across a variety of devices from just about anywhere. You may install Office 365 on 5 personal devices (ex laptops) and unlimited mobile devices such as iPads and cell phones. You can obtain an Office 365 account by entering a Help Desk request and your school tech can help you install the software if needed.

PLPSD Overdrive – A shortcut is on the desktop of division owned computers.
https://manitobaconca.libraryreserve.com/10/45/en/SignIn2.htm?branchid=2255&URL=Default.htm This shortcut connects you to the **PLPSD eLibrary**. Your computer login and password are also the credentials for the PLPSD Overdrive eLibrary. We belong to a consortium of Manitoba school divisions which share access to this eLibrary. Staff and students may sign out up to three books. You can read the books in your web browser. There are both digital books and audio books in the eLibrary. If you prefer to install and read in the Overdrive App then search for **Manitoba Small Public Division Consortium** and choose **Portage la Prairie School Division** from the list of schools and divisions under the Consortium title and then login using your computer username and password.

If you need any assistance with software or technology, please contact your school tech or myself via the Help Desk. We are here to help and we wish all of you a happy and successful year!