



**Office of Technology**  
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### **On-Line Software Account Information for the 2016-17 SY**

**TO VISIT THE LINKS ON THIS HANDOUT, HOLD DOWN THE CONTROL KEY (bottom left or right of your keyboard) WHILE CLICKING ON THE BLUE HYPERLINKS.**

1. [www.acs.ac](http://www.acs.ac)- ACS Main website... **Students and staff in ACS should use Google Chrome as their first choice for browsing the Internet. Chrome is the most compatible browser for the products used in the district.**

#### **Accounts Managed from the District Technology Office**

2. **Need an ACS Office 365 E-Mail Account?** ACS Employees should complete the new account form posted on the OOT SharePoint site and then fax the completed form to Christy 463-7213. ACS Employees will log-in to e-mail using the link located on the main ACS website. We will send an e-mail to your principal/supervisor informing them your account is ready. The OOT will also send you an e-mail listing your other usernames and passwords for the software titles listed below. Please review [ACS E-Mail Archiving Policy](#) before using your e-mail account.
3. **Student in grades K-12 also have [ACS Google E-mail accounts](#)**, including unlimited of storage. Student accounts are automatically generated when the student is enrolled into Skyward, our student management program. Student accounts should be active 24 hours after being entered into Skyward. **Student e-mail in ACS is a full e-mail account, with the ability to send and receive e-mail from ANYONE in grades 9-12. Students in grades K-8 can only send and receive to other ACS e-mail users.** Students will be able to access their e-mail account anywhere there is a connection to the Internet. ACS students and staff. [Click here](#) to review Student E-Mail Procedures.

#### **Sample Student Log-In**

**Username-** [Hannah.whitley000@students.acs.ac](mailto:Hannah.whitley000@students.acs.ac)

**Password-** p9836471 (p + the student's lunch number)

4. **Skyward Accounts for Teachers-** Teachers will be given access to Skyward at the district office. Once the account has been created, teachers will use the same username

and password for Skyward as they do for their ACS e-mail. Call the OOT if there are issues with teacher Skyward accounts. Students will appear in the teacher's Skyward gradebook only after students have been scheduled. Teachers only have the ability to see their students in Skyward.

5. **SharePoint Sites-** SharePoint is now contained within your ACS Office 365 E-Mail Account. [Click here](#) for log-in directions.
6. **ACS Google- As of Nov. 4, 2014...** ACS will be supporting Google accounts for both students and teachers. Accounts will be created by the OOT. [Click here](#) to review Student E-Mail Procedures.

Students and employees have access to all the Google options, including the Google Classroom and all the Microsoft options... Word, PowerPoint, OneDrive, OneNote, Sharepoint, etc.

7. **My PDC-** Staff Development Records and Workshop Calendars - When you complete item #2 (above) the OOT will also create your *My PDC* account. (Everything is the same as last year.)
8. **Safe Schools for Adults - On-line Software** - Used to complete [safe schools training](#). When you complete item #2 (above) we will also create your *Safe Schools* account. You will **NOT** have a password for *SafeSchools*, *but you will have a log-in name*. (Everything is the same as last year.) [Click here](#) for K-12 Internet Safety Lessons.
9. **Trouble Tickets-** Each employee has the ability to submit a trouble ticket to the OOT. To submit a trouble ticket, Click Trouble Ticket, located on the main ACS website (top center) and complete the form. Use your **ACS e-mail username and password to log-in** to the trouble ticket site. **Tickets are the only way we know you need help.**

### **Accounts Managed at the School or Office Level**

10. **Skyward Family Access, Family Access accounts have NOT changed from last year.** Remember, new families in your buildings will need to have a Family Access account assigned to them. Your school secretaries have been using this procedure for the past 10 months. If a parent had an account last year, at any school, the account is still active and has NOT been changed in anyway.
11. **Skylert- It is critical** that each employee, all employees, visit with the secretary of their workplace to make sure we have the correct contact information posted in Skyward. Skylert will call / contact each employee based on the information recorded in *Skyward*. It is not possible for employees to change their personal information; it has to be up-dated by the secretary at their workplace. (If you are not receiving calls from Skylert, that means we do not have the correct information posted in Skyward for you.)

12. **Teacher Websites**- See your school web-master for access to your teacher site if you would like to have a teacher site.
13. **Classworks**- Classworks is used in ACS in grades K-8. At the beginning of the school year, the OOT will load the beginning of the school student data into Classworks. After Classworks is loaded at the beginning of the school year, each school manages the student account. [Click here](#) for a list of Classworks Champions per school. Student data will be loaded on Aug. 20, 2015.
14. **United Streaming**- Teachers in grades 6-12 have access to the United Streaming content. New teacher accounts will be created by the individual teachers using the school code listed on the OOT SharePoint Site.
15. **Brain Pop** changed our username and password for each of our schools last year. This information was e-mailed to all certified teachers last year. [Click Here](#) to learn more about Brain Pop. (Everything is the same as last year.)
16. **Big Universe**, On-Line Books for all subject areas - Big Universe is used in ACS in grades K-8. At the beginning of the school year, the OOT will load the beginning of the school student data into Big Universe. After Big Universe is loaded at the beginning of the school year, each school manages the student accounts. [Click here](#) for a list of Big Universe admin per school. Student data is loaded during the month of Aug. each year.
17. **Destiny**- On-line Library, District Wide (No username or password needed. Everything is the same as last year.) Check with your building librarian for more information.
18. **Typing Pal**- TypingPal is used in ACS in grades K-8. At the beginning of the school year, the OOT loads the student data into TypingPal. After TypingPal is loaded at the beginning of the school year, each school manages the student account.
19. **Safe Schools for Students- On-line Software** is used to complete safe schools training for students. Each student in grades 3-12 are to complete the safe schools lessons before the last day of school. [Click here](#) for K-12 Internet Safety Lessons. At the beginning of the school year, the OOT loads the beginning of the school student data into SafeSchools for Students. After SafeSchools for Students is loaded at the beginning of the school year, each school manages the student account.

## **Other Central Office Products**

20. **Easy IEP**- Special Education Staff Only, call the SpEd office for more information concerning accounts. (Everything is the same as last year.)
21. **eSub-Finder**- **Mary Winchester in the HR Department is your contact for questions concerning eSub-Finder. 865-463-2800- Ex 2811**
22. **Siesta**- **Call the Business Office with questions and concerns. 865-463-2800 Ex2803**
23. **PayStub**- **Call the Business Office with questions and concerns. 865-463-2800 Ex2803**

## Computer and Network Management

24. **Understand nComputing in ACS**- MOST all new computers in ACS are nComputing workstations. To learn more about this technology click on the links below. (Everything is the same as last year.)
25. **Centurion CompuGuard** – Most new computers in ACS have been configured with Centurion, software which upon a re-boot of a computer... “re-loads” the computer with a new load! This is a wonderful technology, however, it is important that all ACS users (including students) understand how it truly works. Please review this document and share this information with your students. **Click Here** to view the document. (Everything is the same as last year.)
26. ACS has adopted the **National Technology Standards** for students, teachers, and administrators. (**Posted ACS Website**)
27. **ENA** (Educational Networks of America) is our network provider... **Our network is filtered!** We have AUP for both students and employees. **Make sure you sign the Employee Acceptable Use Policy each year.** The student AUP is posted in the **ACS Student Handbook**. **Click here** for K-12 Internet Safety Lessons. This year, the OOT will be providing a managed filter for teachers. More information concerning the managed filter for teachers will be released in the near future (by way of e-mail.)
28. **Personal Laptops or Other Personal Equipment**- The OOT will be happy to provide employees and students the wireless access code to our network, however, we will not repair or work on personal equipment of any kind. We simply do not have the manpower to support personal equipment.

### **Cell Phone Connections to ACS Google E-mail. iPhone or iPad**

1. Go to Settings on your iphone and / or ipad.
2. Click Mail, Contacts, Calendars

3. Click, Add Account
4. Click Google from the list of options
5. Click next to go to the next screen
6. Sign-In using your ACS e-mail username and password.
7. Select the options you want to sync... mail, calendar, contacts, and tasks and you are done! Your e-mail and etc. will look the same as before on your iphone and/or ipad.

### **Droid Cell Phone**

1. Go to Settings on your Droid cell phone and / or iPad.
2. Click Mail, Contacts, Calendars
3. Click, Add Accounts
4. Click Google from the list of options
5. Sign-In using your ACS e-mail username and password.
6. Select the options you want to sync... mail, calendar, contacts, and tasks and you are done!

**Remember, your ACS e-mail username and password has not changed.**

29. **Wireless Connections for Students and Staff-** To access the wireless network students and staff members should locate the ACS network listed under your wireless connections on your device. The network is open and will require NO PASSWORD TO CONNECT at this time.

### **APPS to Shout About**

1. Download the Skyward App and keep-up with your Skyward account on the go. The App is simply called Skyward. Please also inform your student of this app.
2. Download the Google Calendar App and the Google Drive App... so that you will be connected while on the go. (I also like the Google Email App