



Office of Technology
141 East Broad Street
Clinton, TN 37716-3610
Office: (865) 463-7435 Fax: (865) 463-7213
www.acs.ac

Johanna Whitley, Director of Technology

jwhitley@acs.ac

On-Line Software Account Information for the 2017-18 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- 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 in the blue font.

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

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 is 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. **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.
8. **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.**
9. **WeVideo-** WeVideo is video producing software that can be used on a Chromebook and / or a PC. After logging-in to your Chromebook, click the WeVideo link located on the [Student Link](#) site... an additional log-in will not be necessary. When logging-in to WeVideo on a PC, go to the [Student Link](#) site and click WeVideo... you will be asked to log-in... use your ACS username and password to log-in to the product.
10. **Read&Write-** Read&Write is an app for the Chromebook. Users only need to log-in to their Chromebook to see the app in the menu bar. The app icon is a purple puzzle piece.
11. **MobyMax-** MobyMax is an adaptive learning product used with students in grades K-8. Students and teachers will be issued accounts soon after the school year starts. Teachers will receive an e-mail as soon as the product is ready to be used with students.
12. **IXL-** IXL is a software product used with a select group of students in grades 9-12. Teachers and students will be populated into the product based on need of use.
13. **MAP-** MAP is a software product used with a select group of students in grades 9-12. Teachers and students will be populated into the product based on need of use.
14. **busHive-** busHive is used to request and track field trips in Anderson County, Pk-12 grades. Users will be populated into the product based on need of use.
15. **EasyCBM-** EasyCBM is used for RTI in grades K-8. Teachers will be entered into the product by Amanda Powers at apowers@acs.ac and students are imported into the product by the OOT.
16. **NearPod-** NearPod accounts are created at the OOT. Teacher accounts have been imported into NearPod for the 2017-18SY. Teachers, if you are having account issues e-mail Juston Job at jjob@acs.ac .
17. **GoGuardian Teacher-** The OOT creates GoGuardian accounts. Teachers if you experience account issues with GoGuardian e-mail the OOT at jwhitley@acs.ac .
18. **Journeys-** Accounts are handled by Academic Coaches

19. **Benchmarks**- Accounts are handled by Academic Coaches

Accounts Managed at the School or School Office Level

20. ***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.
21. **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.)
22. **Teacher Websites**- See your school web-master for access to your teacher site if you would like to have a teacher site.
23. **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.)
24. **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.
25. **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.
26. **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.

Other Central Office Products

27. **eSub-Finder**- Mary Winchester in the HR Department is your contact for questions concerning eSub-Finder. 865-463-2800- Ex 2811
28. **Siesta**- Call the Business Office with questions and concerns. 865-463-2800 Ex2803
29. **PayStub**- Call the Business Office with questions and concerns. 865-463-2800 Ex2803

Computer and Network Management

30. **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.)
31. **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.)
32. ACS has adopted the **National Technology Standards** for students, teachers, and administrators. ([Posted ACS Website](#))
33. **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](#).
34. **ACS uses GoGuardian to filter** our Chromebooks both at school and home.
35. **Student Personal Laptops or Other Personal Equipment Owned by Students**- We are providing students with a 1:1 device for all their studies in grades 6-12... personal laptops and other devices are not necessary, personal ipad, Kindles, etc. For security reasons, students may not connect personal devices to the wired or wireless network at any location in the district. Cell phones may be used by following the ACS Student Handbook and by following the principal’s directives, but students will have to use their personal cell phone data plans.
36. **Employee Personal Devices**- Employees may bring their personal devices to school and gain access to the **ACS Employees** wireless network by logging-in to the **ACS Employee** wireless network using their ACS e-mail username and password. When connecting Windows devices to the ACS network, only devices running Windows 8 and above may connect to our ACS network... this is for security reasons. Employees may not connect their personal devices to their multi-media boards, example... Brightlinks, Promethean Boards, etc. The Office of Technology cannot work on personal equipment of any kind, including printers. We simply do not have the manpower to support personal equipment.
37. When needing to **connect other district owned devices to our wired or wireless network** (not Chromebooks) like district owned ipads, Kindles, etc. teachers should complete a trouble ticket and the OOT will come and connect these devices for you. I know that we do have some students using these district owned devices for special projects and etc.

These procedures have been put in place to help ensure we have a healthy network for all students and employees.