

New Teacher Orientation

WTPS EdTech Reference Guide



Created Fall 2019



Welcome To Washington Township Public Schools!

Congratulations and welcome! We are so glad that you have joined us as a faculty member in this amazing district!

We know that there is so much to learn as you begin your career here. You'll have many wonderful people to meet, learn where everything is in your schools, and be introduced to a whole bunch of new policies, procedures, and expectations. It's an exciting time, but it can be a lot take in all at once, and certainly a lot to remember.

We're here to help! Our school district is proud to be utilizing many digital resources that help us to communicate, collaborate, create, and stay organized. We use several platforms and systems that you'll begin to learn over time, and you'll be supported by many people who are here to help you.

Much of what you'll need to know will be taught to you in professional development sessions. We have Technology Integration Specialists at each level who will always be available to you for scheduled trainings, bookings by request, virtually, and a whole host of other ways.

This e-book is designed to be a helpful reference guide to get you started. It covers the very basics of our current district-based programs.

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Technology Integration Specialists

Washington Township is proud to be able to employ Technology Integration Specialists to help staff members with needs related to educational technology. These four specialists are here to help you with professional development and your needs related to educational technology. They will be available to help you with onboarding questions, learning district technology-based platforms, and a variety of professional development options throughout the year that will help with teaching and learning. You will be seeing a lot of them throughout the year!



For issues related to hardware you'll want to contact the I.T. Department instead. (See page 5) If you are not sure who to contact, ask your Technology Integration Specialist

School	Tech Integration Specialist	Phone	Email	Link to Booking <i>(also part of each T.I.S. email signature)</i>
Grenloch, Birches, TJ, Bells	Kathi Kersznowski	x3011	kkersznowski@wtps.org	http://kerszi.weebly.com/you-can-book-me.html
Grenloch, Whitman, Wedgwood, Hurffville	Jessica Soulliard		jsoulliard@wtps.org	https://jsoulliardtis.youcanbook.me/
Orchard Valley, Chestnut Ridge, Bunker Hill	Liz Pitel	x5837	epitel@wtps.org	https://epitel.youcanbook.me/
High School	Josh Hanlon	x7529	jhanlon@wtps.org	https://calendly.com/wthsedtech

Technology Contacts

In addition to the Technology Integration Specialists, who focus primarily on helping teachers with educational technology, we also have a fantastic I.T. Department. Each school has a designated I.T. staff member. You'll get to know him or her as the year goes on, but please always use the HELP desk to contact them by formally submitting your requests in the system.

There will be times where you might need to contact someone with a question related to hardware, system malfunctions, login issues, and more. This list is designed to be a helpful "Who's Who" of people who can help you in our I.T. Department.



4 Ways To Contact The HELP DESK,

- Dial HELP on your phone
- Email: type HELP in the "TO" field
- Wtps.org → staff → HELP Desk
- ClassLink → Click on HELP Desk



Name	Can Help With...	Phone
Debbie Brown	Phone setup/issues	7992
Jim Sturniolo	Schoolwires creation	7276
Diane Garaguso	SharePoint creation	7328
Brandy Sims (K-5), Jeanette Goliszewski (6-12)	Oncourse Logins	6341 6342
Reid Smith	iPad management	7314
Charlie Doud	PowerSchool	6328



Acceptable Use Policy (A.U.P.)

All districts have rules and policy about appropriate computer use. It is known as the Acceptable Use Policy, or A.U.P. You will agree to and sign this policy soon after you are hired.

Please make sure that you are familiar with expected behaviors related to using district-issued computers.

For your reference, here a link to the district's Acceptable Use Policy for staff: <https://www.wtps.org/Page/13418>

Additionally, students are required to sign a student-specific Acceptable Use Policy, which can be found here: <https://www.wtps.org/Page/13417>

Your Computer Login

To log into your district-assigned computer the very first time:



You need to be on your computer, on district WiFi

- **Username** = FirstInitialLastName@wtps.org (tsmith@wtps.org)
 - NOTE: You should see the word STAFF at this login screen. If it says STUDENTS, then you'll need to enter username like this: staff\tsmith@wtps.org)
- **Password** = wtps2019

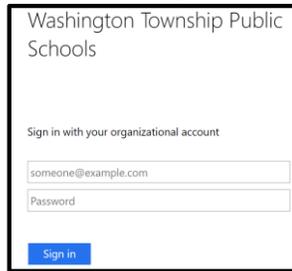
After you log in that first time, you'll be prompted to create your own password.

Microsoft Office 365 Overview

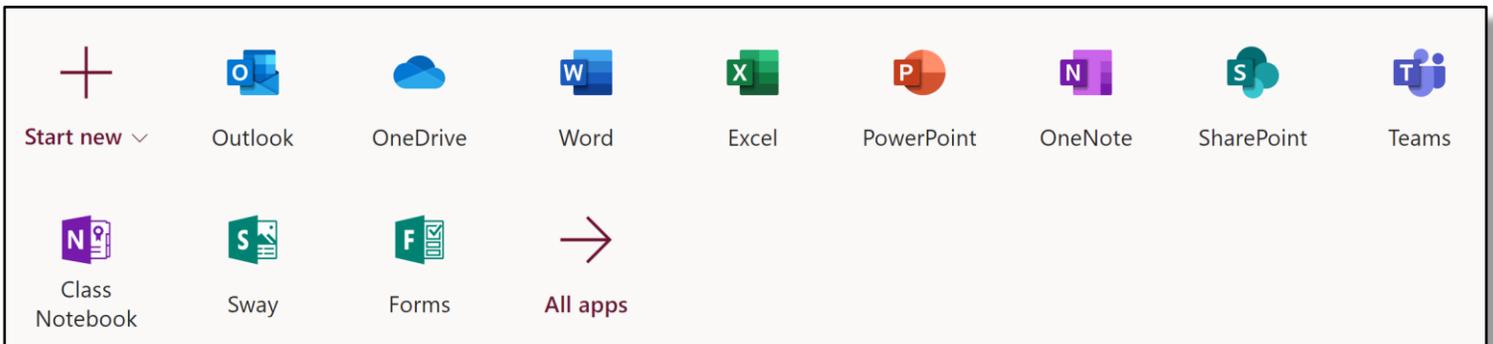
Staff and students in Washington Township Public Schools use Microsoft Office 365 suite of products.

To log into your Office 365 account online, go to:
Wtps.org → Staff → Office 365

You will click on your name and then be prompted to provide your login credentials. Your username and password are the same as your school computer login.



You will find the following “apps” in your Office 365 suite:



Each of these tools will prove valuable to your organization and teaching. In the near future, you will be able to receive more in-depth professional development about ways to use each of these tools. For the purpose of this introductory reference guide, on the next few pages we highlight the basic functionality and navigation of:

- Outlook email and calendar
- OneDrive cloud storage
- SharePoint

Microsoft Office 365 Overview

Please know that our commonly-used Microsoft Office tools...

- Outlook email/calendar
- Word
- PowerPoint
- Excel
- OneNote

...have both an “online version” and a “desktop version”. You will probably use both versions at different times for different reasons. Just know that both versions sync – if you create something online, you can open in desktop, and visa-versa!

ONLINE VERSION

- Access by logging into wtps.org
- As shown on the previous page, you will see your online suite of apps
- You will see a URL and tabs at the top
- Use for quick work, changes, or collaboration feature
- All work is automatically saved to your OneDrive (be sure to name doc or project at top middle of screen)

DESKTOP VERSION

- Access by clicking on an icon on your desktop
- The ribbons/toolbars have more features & functionality
- Use to do more detailed work, formatting, creation
- The “Auto Save” feature in top left corner will still save this to your OneDrive for you



Outlook Email

Remember there are two ways to access your Outlook account. This guide will focus on the ONLINE version...

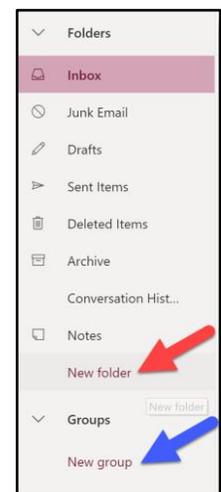
Wtps.org → Staff → Office 365 → Outlook mail icon

SETTING UP

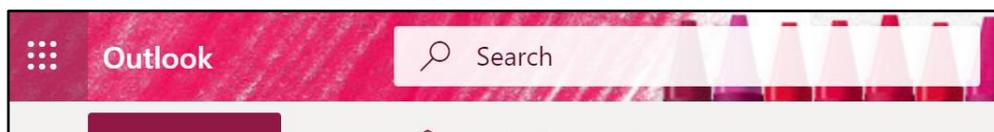
- Set theme: to choose the appearance, click on the 
- Focused inbox: If you leave it on, you will have two tabs at the top of your inbox – focused and other. The computer decides what is “focused” for you. we recommend toggling this off. Click on the  and choose 

STAYING ORGANIZED

- Folders: to keep emails organized, you can create folders
- Groups: you can also create groups, which are similar to distribution lists. You will learn more about This at a later time.

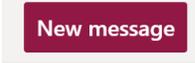


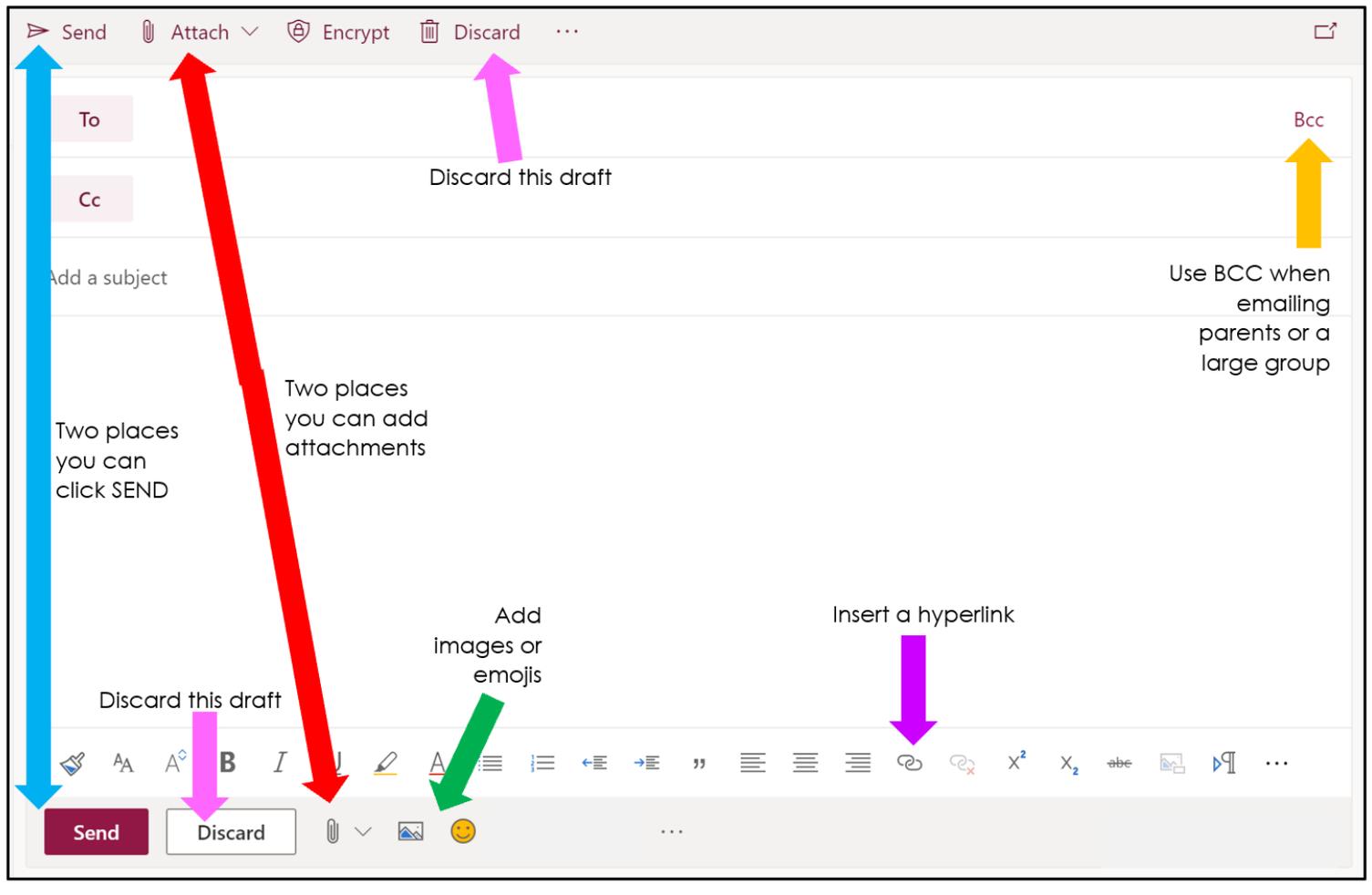
- Search: the search feature in Outlook is excellent. Any email that you have saved or archived is searchable by name or keyword.



Outlook Email

Basic email functions

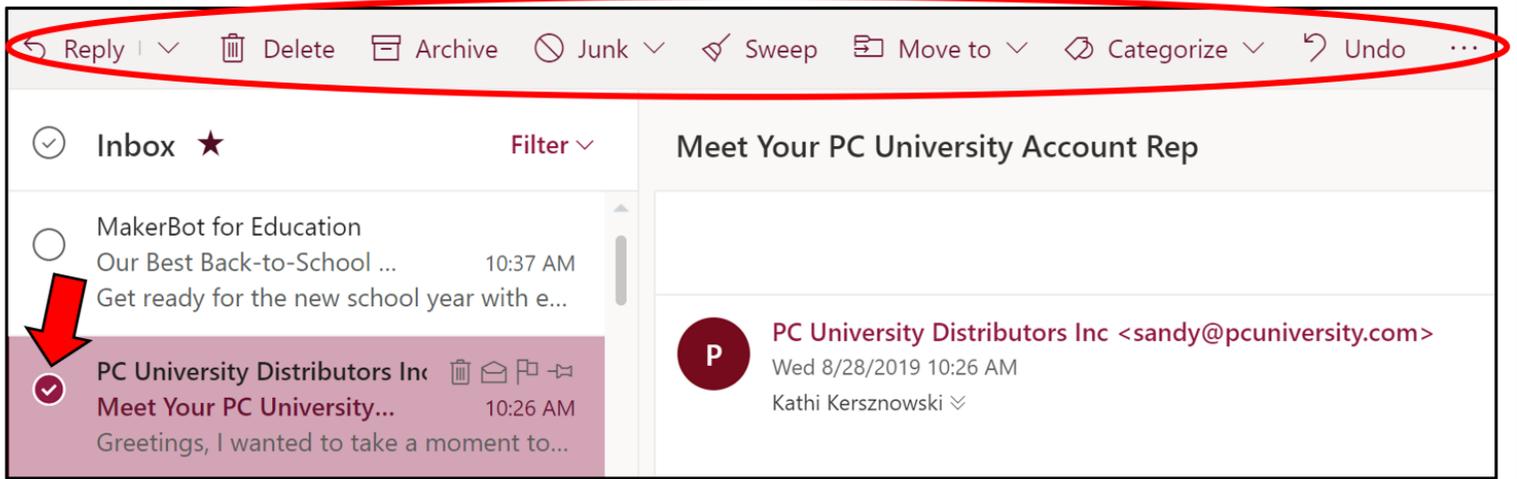
- To create a new email: click New Message 
- To compose an email: below is a screenshot with labels for the most commonly-used functions.



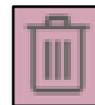
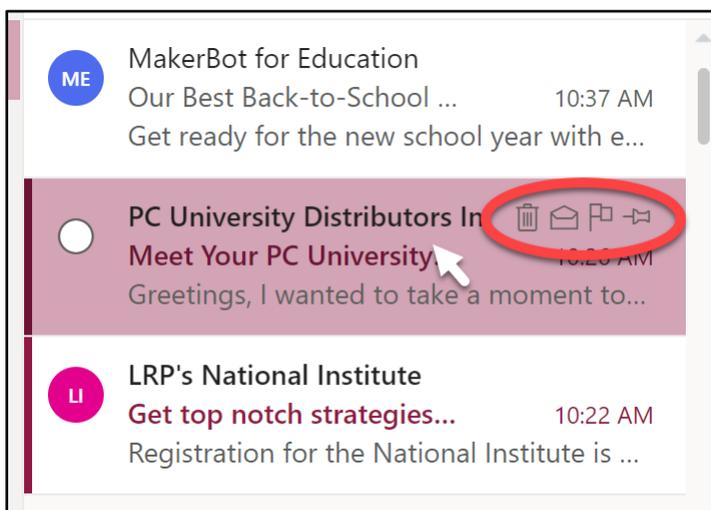
Outlook Email

Dealing with Emails in your inbox list:

- Click in the white circle to the left of any email to open a toolbar of choices...reply, delete, archive, junk, etc.



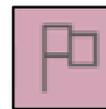
- Additionally, when you HOVER over any email in the list (as shown below), for small icons will appear that give you choices about how to handle that email:



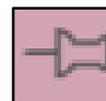
Delete



Mark as Unread (dark bar to left of email reappears, title of email becomes bold again)



Flag (item in your list is highlighted in a pale color, making it easier to find)

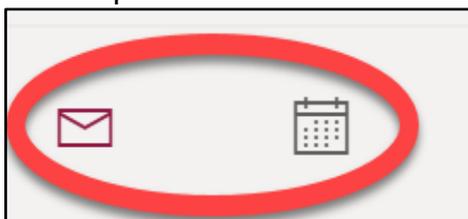


Pin (moves email to very top of entire list)

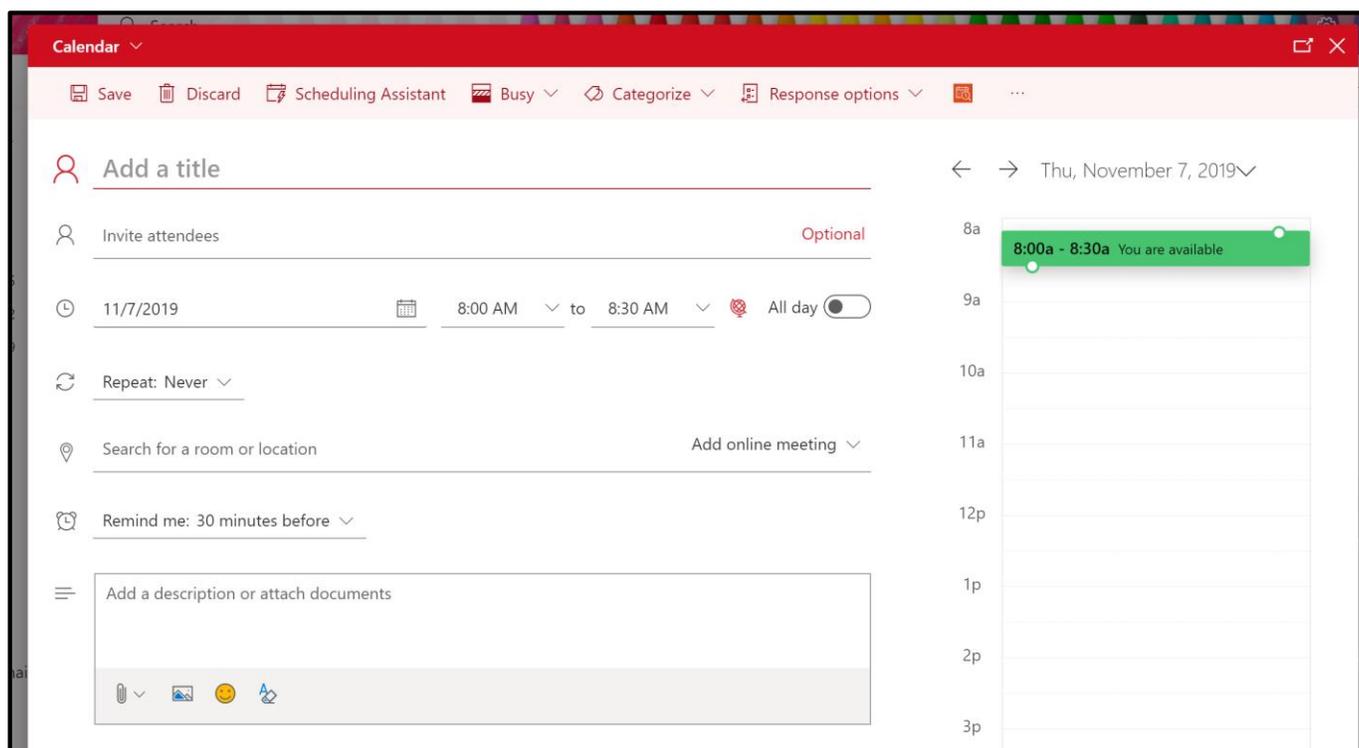
Outlook Calendar

Toggle To Calendar

- At the bottom left of screen (under folders & groups) there are icons that allow you to toggle back & forth between email and calendar. This is especially handy for immediately marking appointments that are referenced in emails that you open. Click on the calendar icon to open.



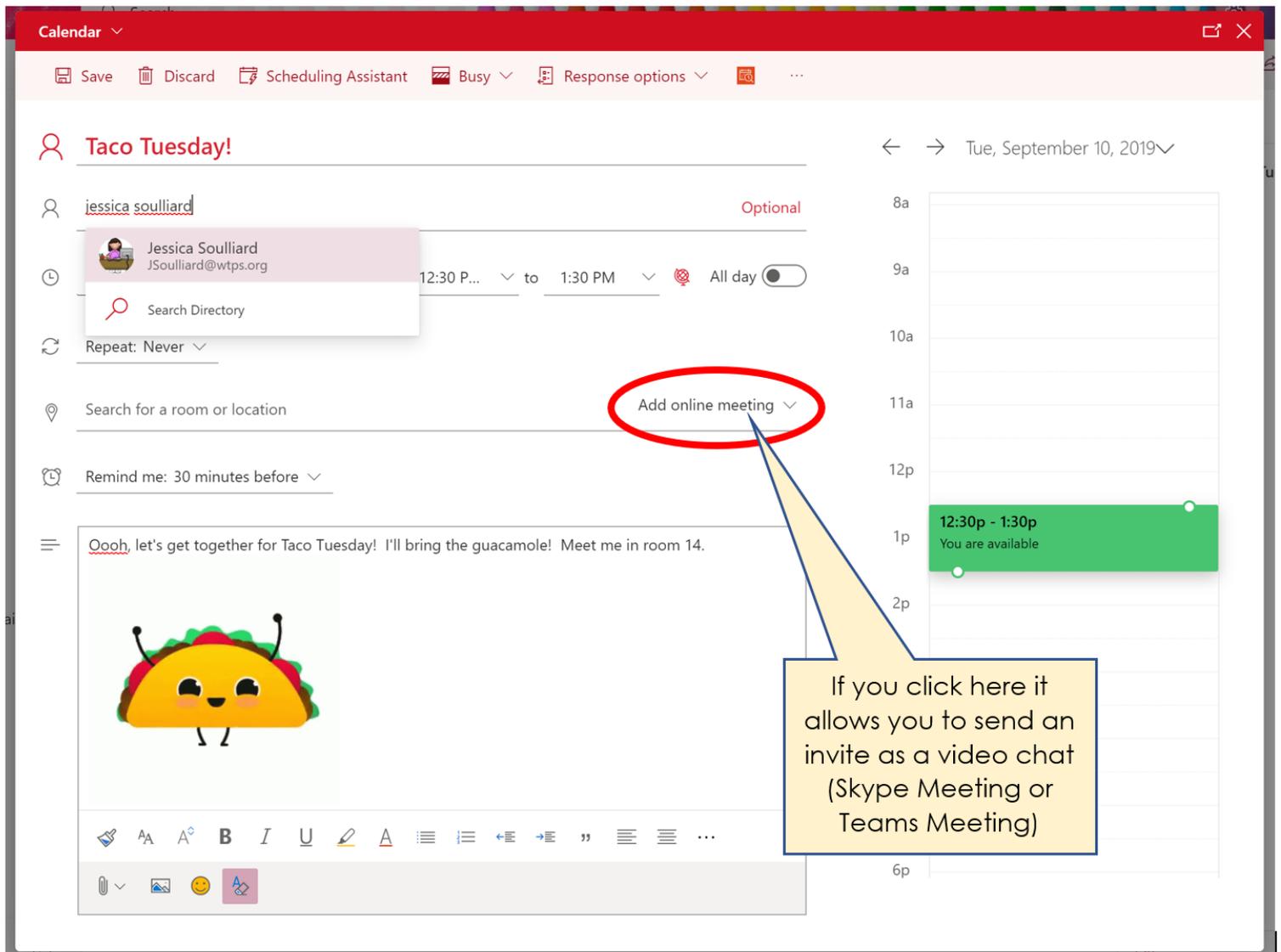
- Double click on any day on your calendar to open a window that lets you populate information. It is fairly self-explanatory, and most people just add a title and set the times. Don't forget to hit SAVE! *You can learn about some advanced features later this year.*



Outlook Calendar

Schedule a Meeting

- If you add a calendar event and add any invitees, you are scheduling a meeting. In the example below, the event is named Taco Tuesday, I have invited Jessica Soulliard (I can add as many people as I want), I have specified the time as 12:30-1:30, and I have put some notes in the box.
- When I click SAVE, this event will auto-populate on my calendar. Jessica will get an email, and if she accepts the invitation, it will automatically populate on HER calendar, as well.



The screenshot shows the Outlook 'Calendar' window. The main area displays a meeting titled 'Taco Tuesday!' with the following details:

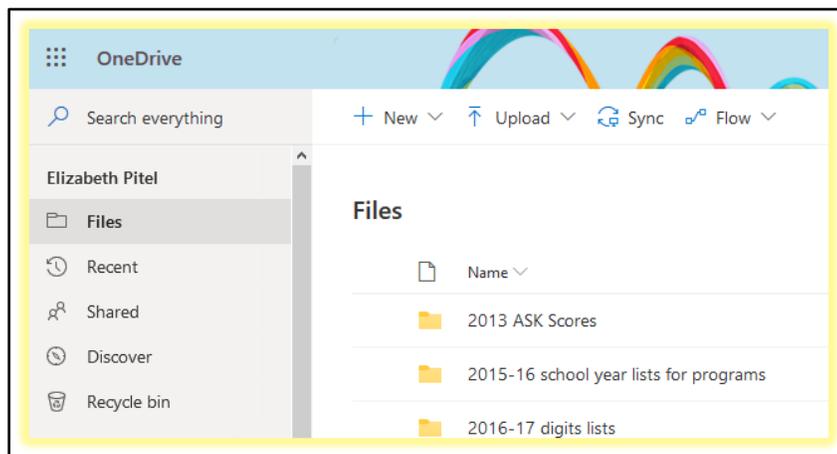
- Invitee: [jessica soulliard](#) (Optional)
- Attendee: Jessica Soulliard (JSoulliard@wtps.org)
- Time: 12:30 P... to 1:30 PM
- Options: All day (off)
- Repeat: Never
- Location: Search for a room or location
- Reminder: 30 minutes before
- Notes: Oooh, let's get together for Taco Tuesday! I'll bring the guacamole! Meet me in room 14.
- Image: A cartoon taco character.

A red circle highlights the 'Add online meeting' dropdown menu. A callout box points to it with the text: 'If you click here it allows you to send an invite as a video chat (Skype Meeting or Teams Meeting)'. On the right, a calendar grid for Tuesday, September 10, 2019, shows a green event block from 12:30p to 1:30p labeled '12:30p - 1:30p You are available'.

OneDrive For Business

As part of our Microsoft Office 365 environment, documents are saved in a OneDrive for Business drive. This is not to be confused with a personal OneDrive Account. Our OneDrive for Business drives offer us unlimited cloud-based storage that you can access from any device. As part of this plan, teachers and students are also given 10 full licenses of Office 365 to use on any computer, tablet, or device.

Each individual has their own OneDrive, which features individual files, and shared with me files. This can be accessed from Classlink, or by visiting office.com and logging in with your school district credentials.



Syncing files to device:

OneDrive for Business can be synced down to your computer so that you can access your files from the file explorer. Search in your computer Windows 10 apps or scroll to "O" and click on "OneDrive".

Follow the prompts, and sign in using your school email and password.

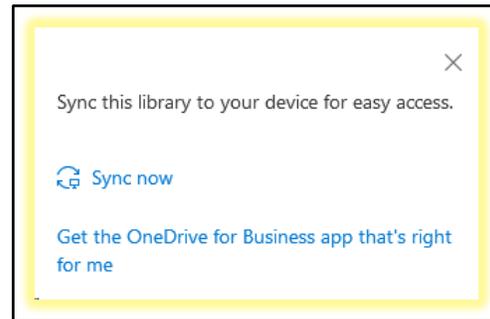


In the file explorer, it will show as "OneDrive- Washington Township Public Schools"

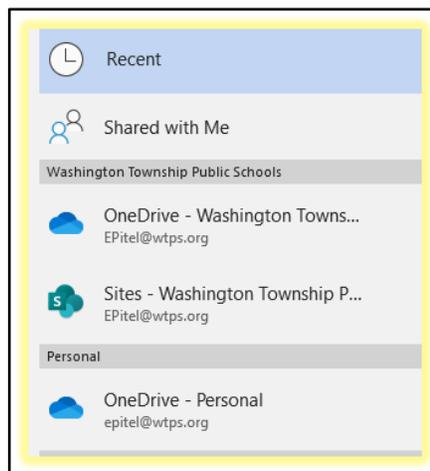
OneDrive For Business

Syncing Shared Folders:

Shared Folders can also be synced down to your File Explorer. Summative Folders are often shared to you and syncing them down allows you to add files easily by a drag and drop method. Go to any folder in the "Shared with me" area and open it to get this tool bar. From here, click on the "Sync" button, click "Sync now" and look for the blue cloud to pop up on your task bar.



When saving documents in any Office 365 application, your OneDrive for Business account is linked to all of your Office Programs, along with any shared drives, and your personal OneDrive account if you have one.



Sites is an area where you can find any files shared within any "Groups". Groups allows you to have a shared drive of files, where everyone in the group has equal editing rights.

Groups can me made and/or accessed in OneDrive, Outlook, and Sharepoint.

OnCourse Lesson Planner

This is the online system for writing and submitting lesson plans.

To access OnCourse from the district website, go to:

WTPS.ORG > STAFF > OnCourse

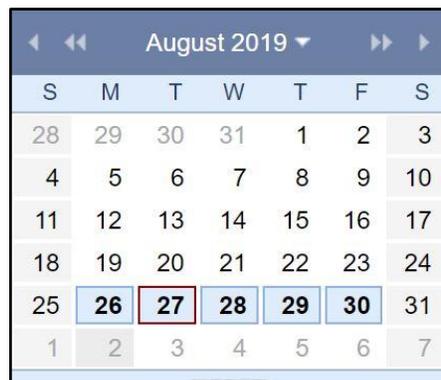
You will be prompted to provide your log in credentials. Your username is your district email address and your password is oncourse.



A login form with three fields: a text input for 'Username', a text input for 'Password' with a question mark icon to its right, and a green 'Sign in' button.

Navigation Calendar:

You will see a calendar in the upper left-hand corner. This calendar enables you to navigate by day, month, and year to lesson plans within a certain timeframe.



A navigation calendar for August 2019. The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 1 to 31. The date 27 is highlighted with a red border, and the dates 26, 28, 29, and 30 are highlighted with blue borders.

August 2019						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Drop-Down Menus:

There are three drop-down menus that allow you to choose which page of the lesson plans you'd like to view, pick which layout you'd prefer, and load a pre-existing template, including the district's master elementary and secondary templates.

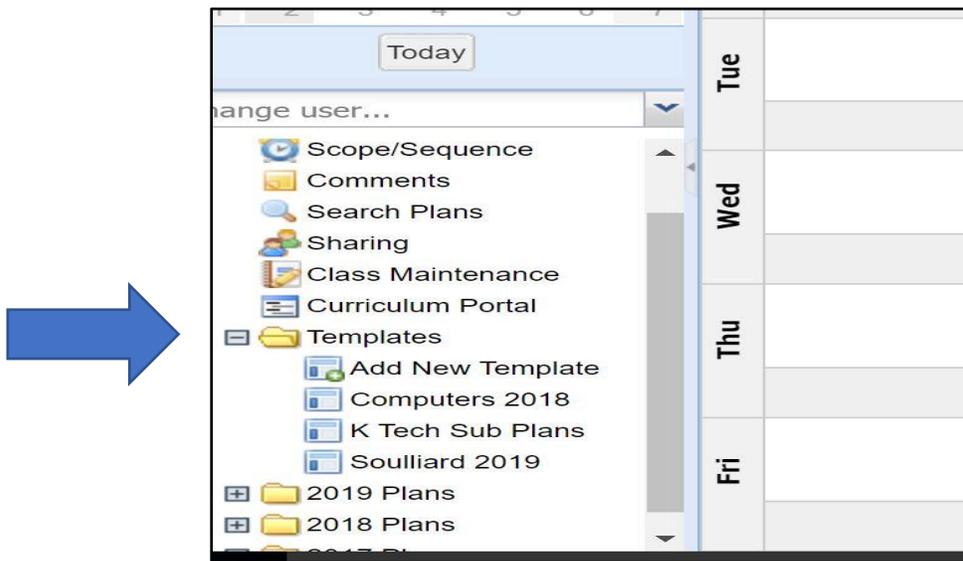


Three drop-down menus: 'Page 1', 'Weekly View', and 'Load from template...'. Each menu has a downward-pointing arrow icon to its right.

OnCourse Lesson Planner

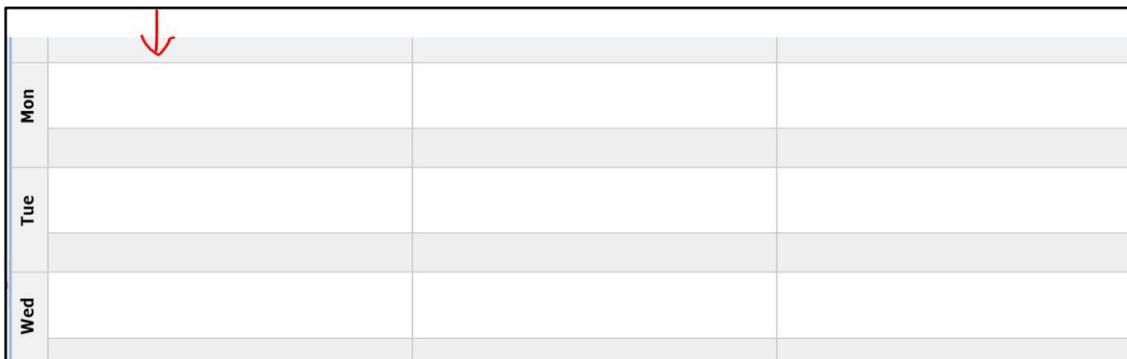
Template creation:

If you'd like to use something other than the master template, you can make your own (as long as it has all the same elements). From the sidebar, press the + next to the word 'Templates'. Choose 'Add New Template' and give it a name when prompted.



Customizing period names:

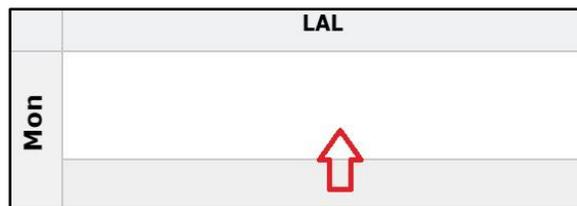
To change the period or subject names, click on one of the gray bars. You will be prompted to enter the period name.



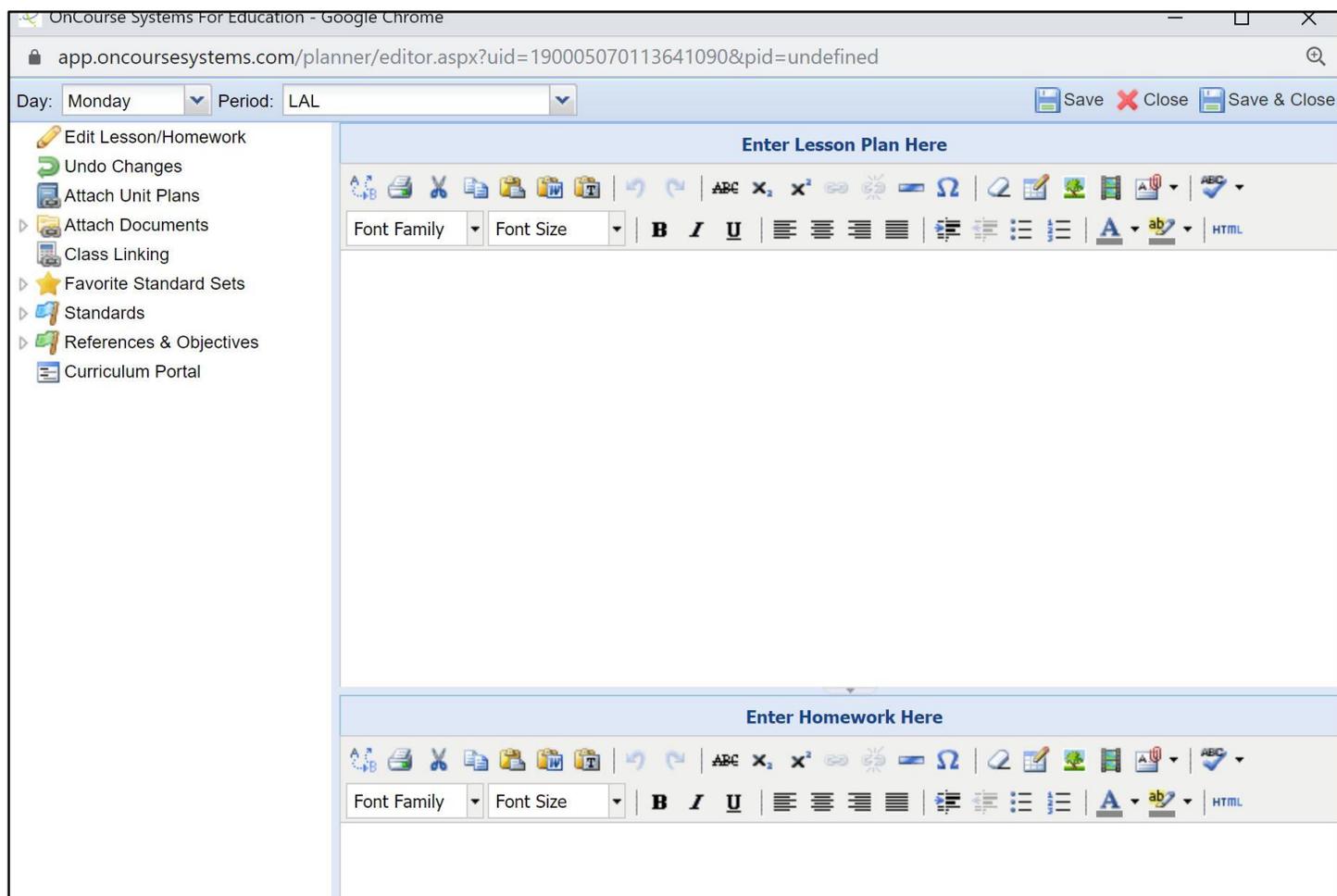
OnCourse Lesson Planner

Editing lesson content:

Clicking within a white box will bring up the lesson editor.



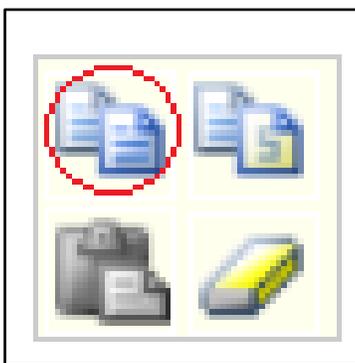
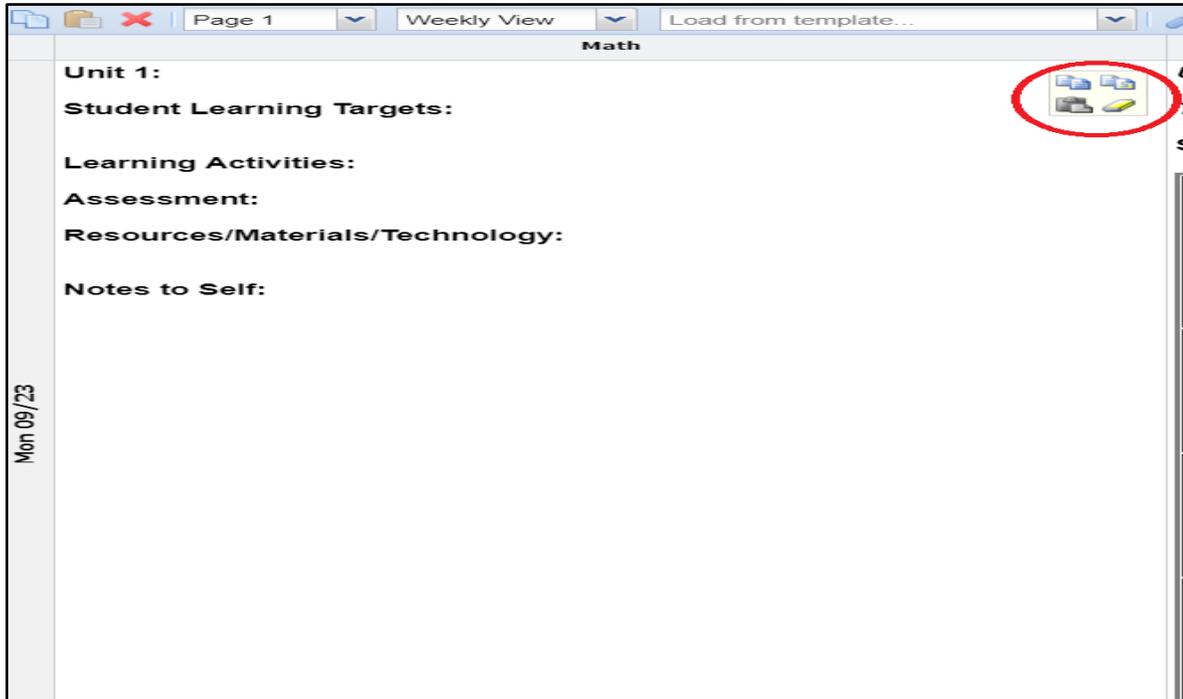
The lesson editor has formatting options along the top. If you're using anything other than the district template, make sure you include all required information (see elementary/secondary master template for reference). Once you've written your plans for the period/subject, click 'Save' or 'Save & Close.'



OnCourse Lesson Planner

Copy and Paste 'Floating' Tools:

If you hover over the top right-hand corner of one of the lesson blocks (when on the main page), you'll see copy and paste options.

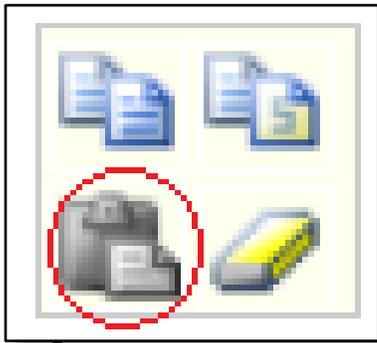


The first option allows you to copy the entire block of plans (one period/subject).



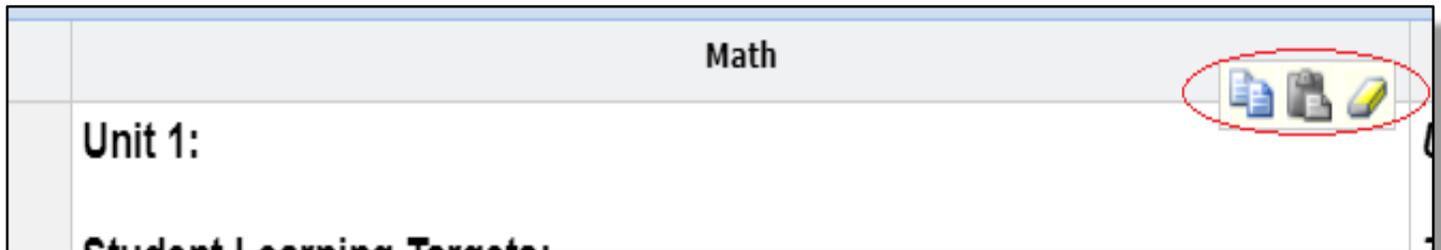
The second option allows you to copy just the standards for the lesson (more to come on standards later).

OnCourse Lesson Planner



The third option allows you to paste into another block of your choosing.

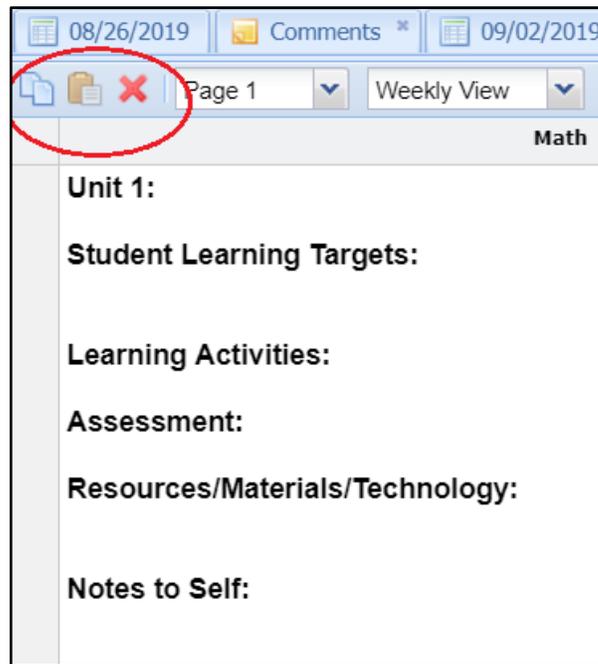
You can also copy and paste entire columns and rows using the process above. Find these tools by hovering over the top right-hand corner of a column or near the left-hand side of a row (along the gray bar). See images below.



<p>Unit 1:</p> <p>Student Learning Targets:</p> <p>Learning Activities:</p> <p>Assessment:</p> <p>Resources/Materials/Technology:</p> <p>Notes to Self:</p>	<p>Unit:</p> <p>Time:</p> <p>Standards: <i>Link from the "Standards" options on the left panel.</i></p> <hr/> <p>Student Learning Target(s):</p> <hr/> <p>Learning Activities and Experiences:</p> <hr/> <p>Assessment Formative/Summative:</p> <hr/> <p>Resources/Materials/Technology:</p>
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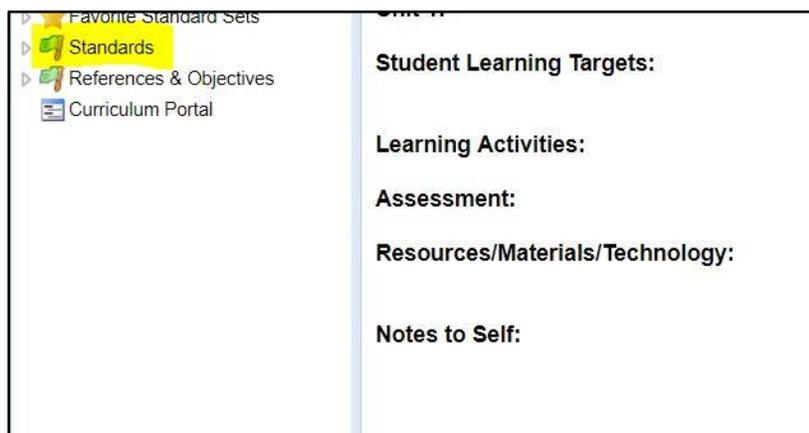
OnCourse Lesson Planner

Additionally, you can copy and paste entire pages. The icons for this are found next to the page selection drop-down menu.



Linking standards:

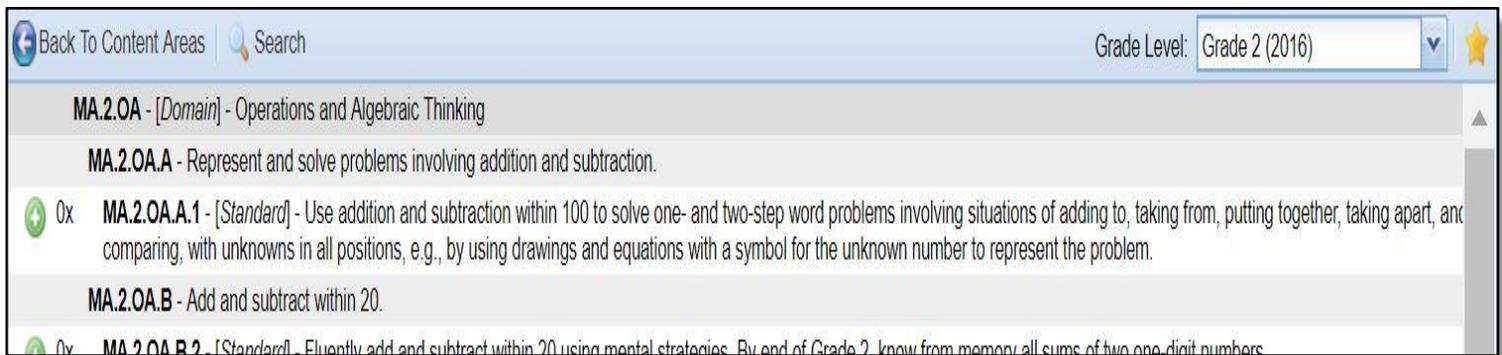
We are required to link standards in every block of lesson content. To link standards, click inside the white box to open the lesson editor. Choose the 'standards' (blue flag) option from the sidebar.



OnCourse Lesson Planner

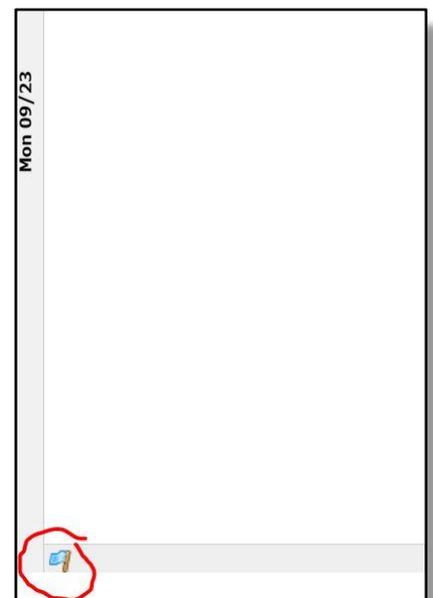
(Linking standards continued):

- Choose 'NJ Student Learning Standards' and then your subject area.
- Choose your grade level from the drop-down on the right. You can click the star next to the grade level selector to 'favorite' this set of standards if they're ones you use often.
- Then click the green plus sign next to the standards you'd like to link to this lesson. The standards you choose will populate at the bottom.
- Click 'Save & close' when finished.



Once standards are linked, a blue flag will appear at the bottom left-hand corner of the lesson block (when looking at the main page). See image to the right.

If you co-teach, the inclusion model is linked in much the same way. In the lesson editor window, choose 'References and Objectives', then 'Inclusion Teacher Role'. A green flag will appear in the bottom corner instead of a blue one.



OnCourse Lesson Planner

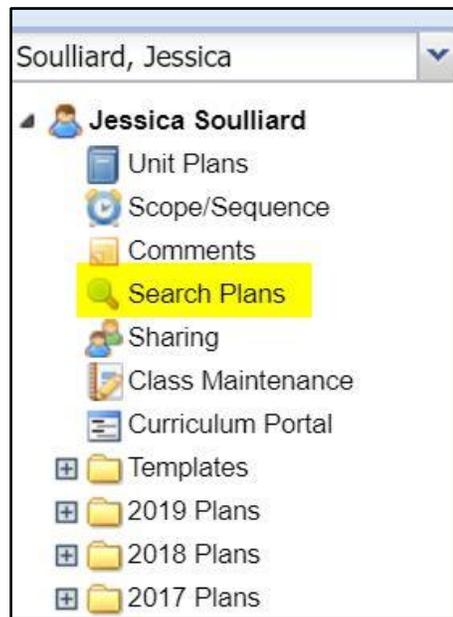
Posting Plans:

Check the box next to 'Post Plans'. That's it! Now they're visible to your administrator/supervisor or school secretary. You're still able to make changes after the plans are posted. You can also 'unpost' by unchecking the box. Your plans are archived in OnCourse by date.



Searching Plans:

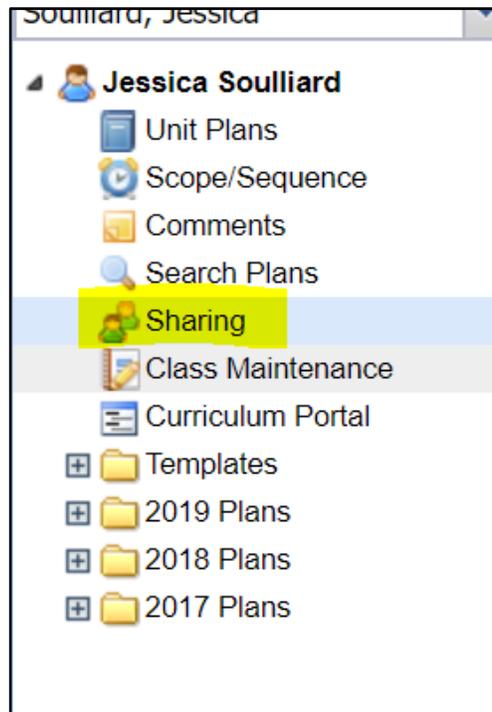
There is a search feature in OnCourse. You can click the plans that appear in the search results to open any of the plans.



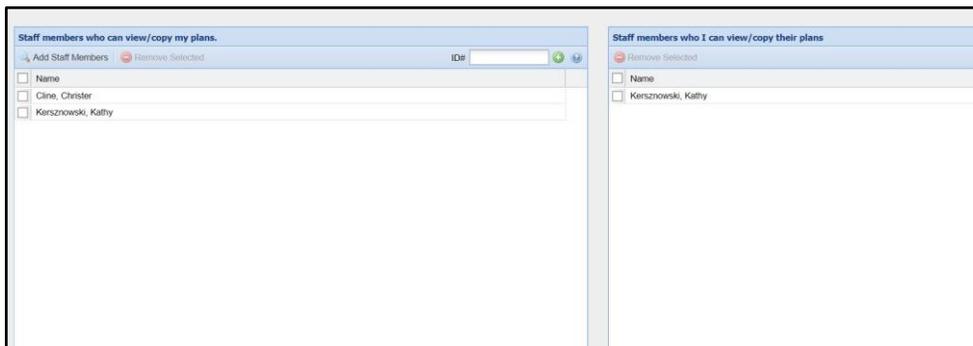
OnCourse Lesson Planner

Sharing Lesson Plans with Colleagues:

Shared lessons are for viewing, not editing. If a colleague shares with you, you can copy and paste from their plans into your own.



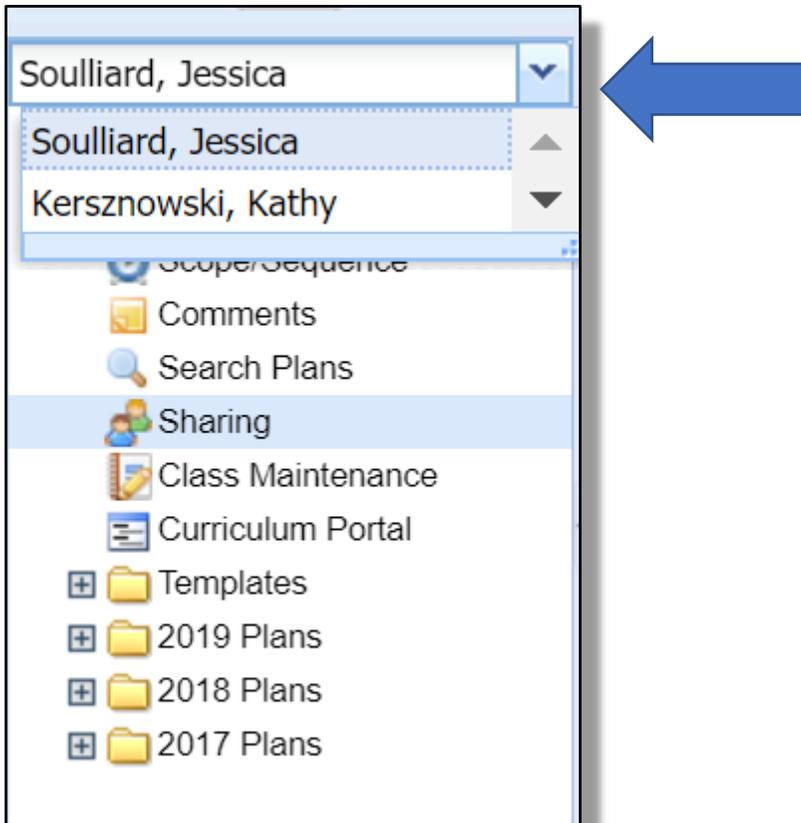
Once in the sharing section, you'll see who has access to your plans (left column). You can add staff members to grant them access to your plans. You can also see a list of colleagues who have added you to their access list (right column).



OnCourse Lesson Planner

Viewing shared plans:

To view plans a colleague has shared with you, change the user and choose a date on the navigation calendar to see their plans.



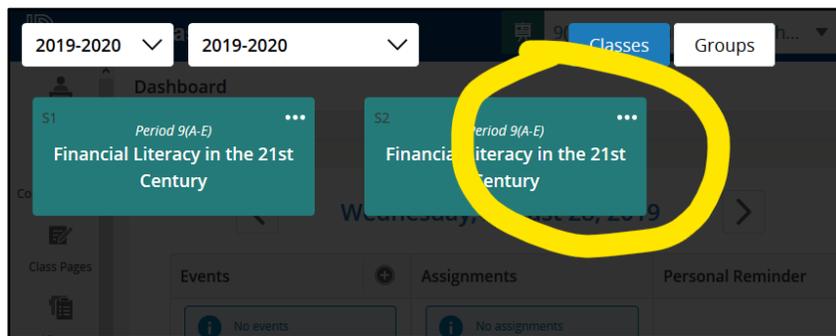
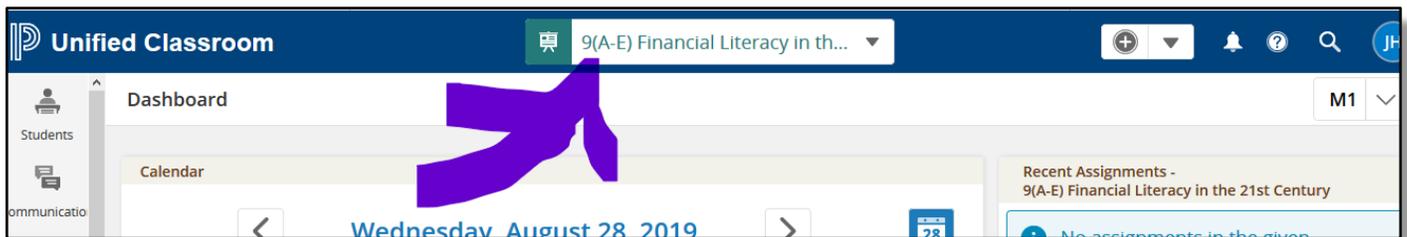
Printing:

Plans don't print well from OnCourse. You can choose 'Export to Word' and print from there, which might help a little. Removing tables helps a bit, too.

PowerSchool General Info

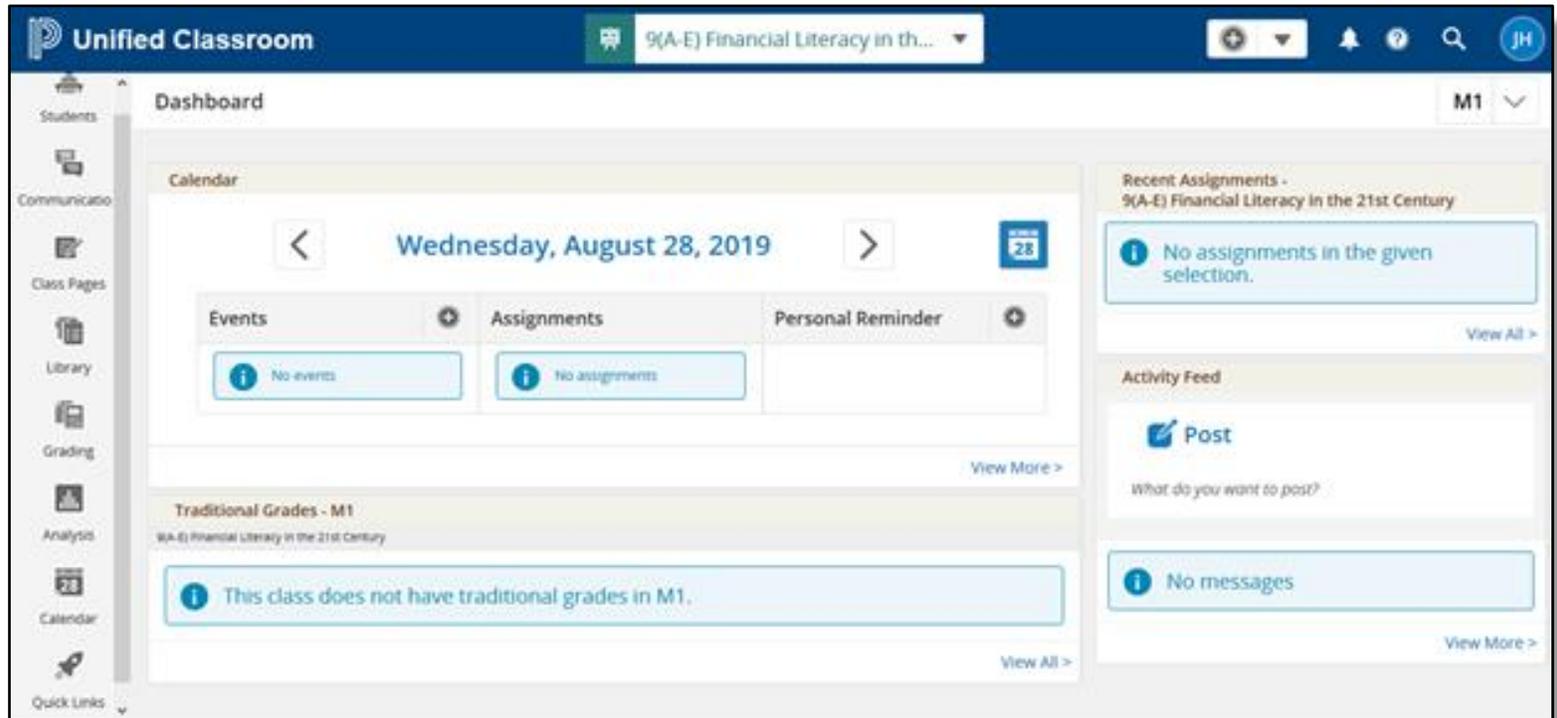
PowerSchool is where teachers will access student information, take attendance, and keep a gradebook. Staff can use the URL <https://www.classroom.powerschool.com> to access these resources.

Attendance- Teachers can take attendance by clicking on the drop down at the top of the page and then use the 3 dots in the top right corner of the class to sign in.



Gradebook- You can access the gradebook by selecting "scoresheet" using the image above or on the left column of your home screen select *grades --> scoresheet*

PowerSchool Unified Classroom



Key Terminology-

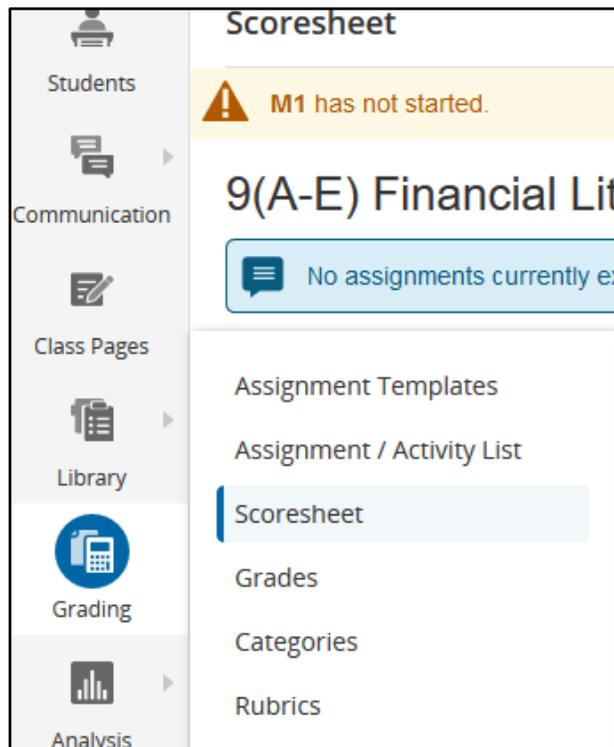
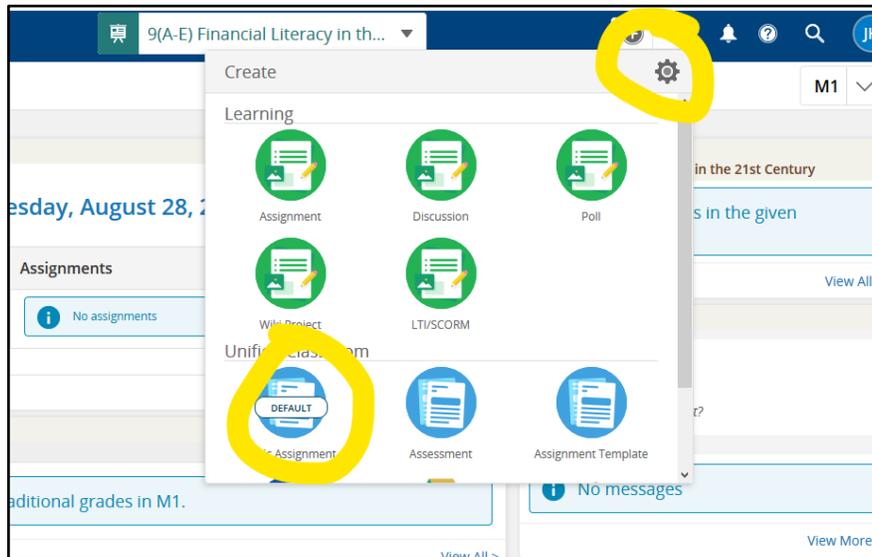
- Unified Classroom- The main page you log into that brings attendance, assessment, learning gradebook, and communication together.
- Class Picker- Icon at top of screen with class name to view data from different classes and access attendance.

Charm Icons (Left Blue Shaded Area)-

- Students- 360 degree view of student progress and early warning system
- Communication- List of post activity and student communications
- Class Pages- This takes you to the Learning Management System- LMS (Power School Learning)
- Library- This is where district benchmark assessments will be placed. Also has shared content from the LMS
- Grading- This is your PowerTeacher Pro Gradebook
- Analysis- See student data and download printable reports

PowerSchool Gradebook

Adding Assignments- Use the universal assignment creator (plus sign) in the top right corner. Make sure to choose a "Basic Assignment" Fill out the information to create an assignment. After saving the assignment you can enter student grades in the scoresheet.



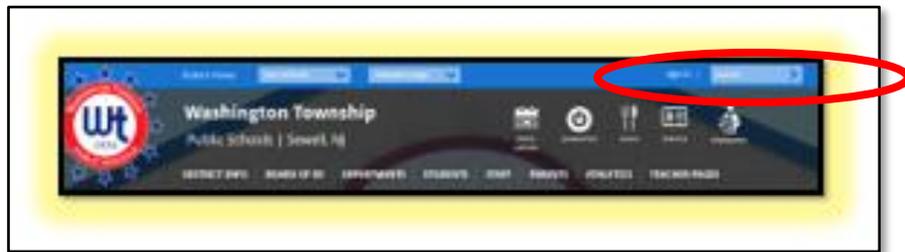
Schoolwires teacher pages

Schoolwires teacher pages (also known as Blackboard teacher pages) is a part of the WTPS web page and it allows for each staff member to have information on the web that is searchable by the general public.

Logging into the district web page gives you access to your own pages, and gives you access to hidden, staff only, pages on the school website.

Two ways to log in:

1) At the top right-hand corner of ANY district web-page.



2) Through Classlink



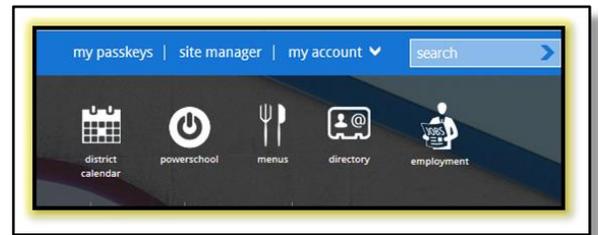
- Your username is the same as your computer username
- To set your password, click on "forgot password"

Schoolwires teacher pages

Navigating the Site Manager

After you are signed into a district page, the words "Sign in" should be replaced with "Site Manager". Clicking on this will give you access to all the web pages for which you have edit access.

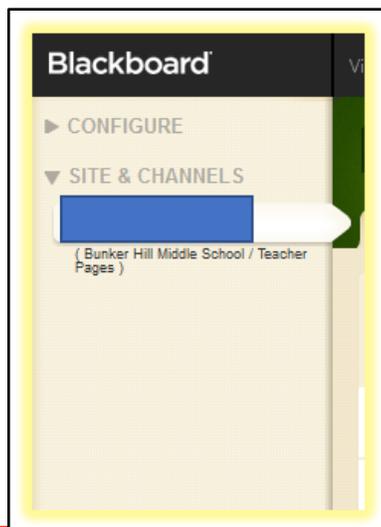
Additionally, signing into the web page gives you access to ALL the content that you are permitted to see on the web page. Many items are hidden from the general public view.



Notes: we do not utilize "my passkeys"; to change your password go to "my account"

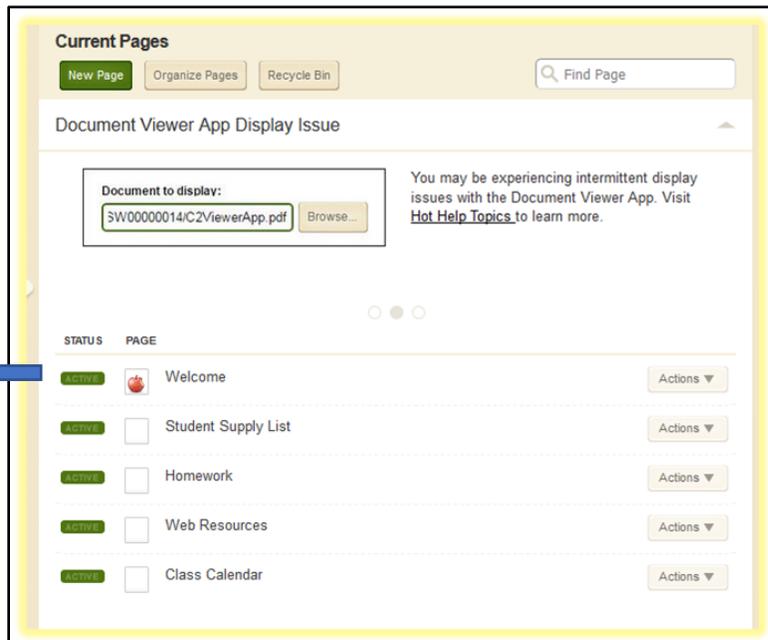
On the left-hand side of the site manager you will see all the "sections" or areas where you have edit access.

If you teach in multiple schools, or have sections for activities or athletics, you will see all the areas listed under "Site and Channels". Click on the name of that section to open up the editor for that section or "site".

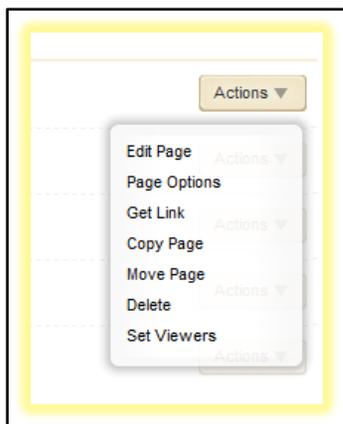


Schoolwires teacher pages

In the middle of the section editor, you will see a list of all the current pages. Each of those titles is a link to that page's editor. The green box to the left of the editor that says "Active" can also be clicked to "inactivate" that page.

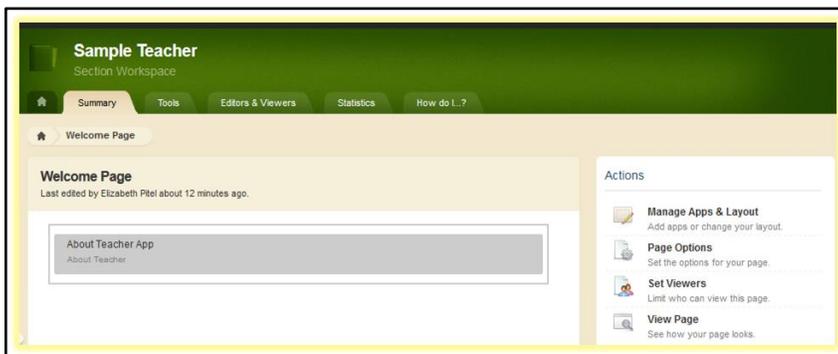


The drop down labeled "Actions" for each page allows you to delete, copy, or move pages to another section.



Creating a welcome page:

Click on the word "Welcome" to get into the page editor. It is required to set up this page



Here, you will see the Apps (gray squares) that make up the page and the Actions or options menu for this page.

Schoolwires teacher pages

Click on the gray box to open the "app". An app in Schoolwires could have many different functions. You can also have multiple apps on a page. This welcome page just has the one.

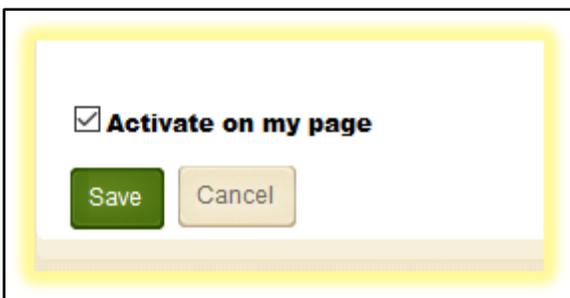
Popular apps include:

- Document library
- Link library
- Flexible Editor
- Document Viewer
- Photo Gallery

In the Welcome App, you can fill out the fields. Make sure you switch between the tabs to complete both sides. You have control over the color and size of font, but not the font type. Upload a personal picture here.



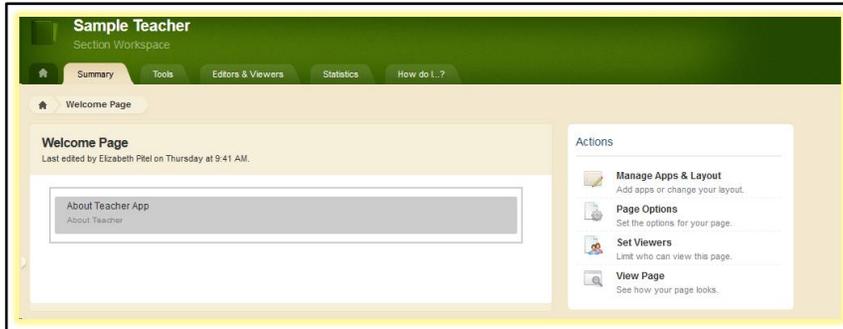
Make sure you click or tap on "Save" and make sure the app is activated. To go back to the page list, click on the home button.



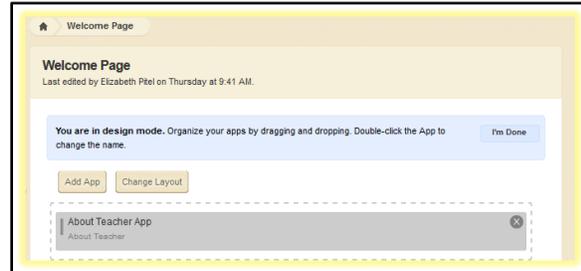
Schoolwires teacher pages

Adding apps to a page:

You can add any number of apps to a page that already exists. After entering a page, click on "Manage Apps and Layout" to add and move around different apps on the page.



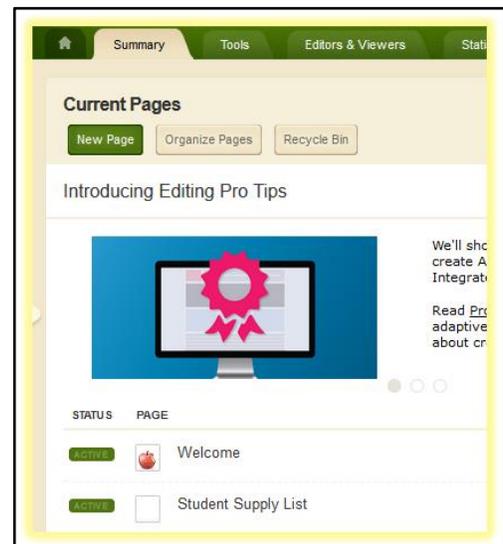
In this mode, you can add apps, rearrange apps, and change the layout to have more than one column. Make sure when you are done, you click or tap, "I'm Done".



Adding Pages:

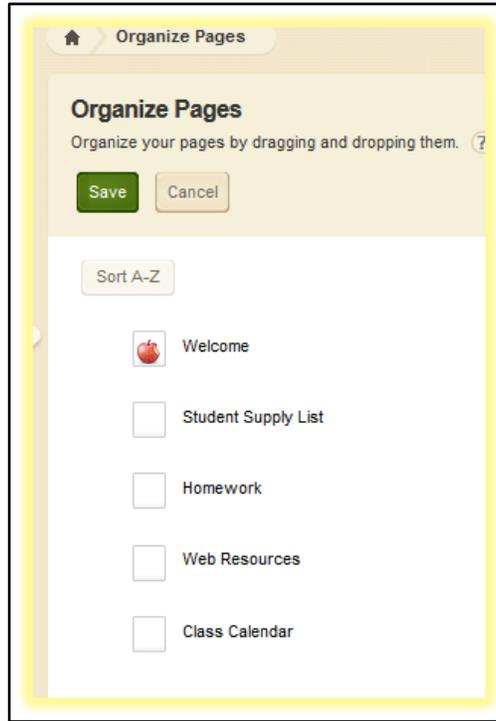
On the list of pages, you will see a green button at the top that says "New Page". When you click on that, you will get a list of all the possible page types. Click on one, and then name the page, and click or tap "Create".

The "Organize Pages" button allows you to drag the pages up and down and to nest them.



Schoolwires teacher pages

The "Organize Pages" button allows you to drag the pages up and down and to nest them. Don't forget to click or tap "Save" and click on the home button to return.



For More Assistance:

There are a variety of resources that you can use to help build your website.

- Schoolwires Training Modules (a series of videos <6 minutes each)
<https://www.wtps.org/Page/9947>
- Centricity help site which includes video resources:
<http://bit.ly/centricitylinks>
- Community and Support Network:
<https://sw00000031.schoolwires.net/>
- Schoolwires Help Cards:
<https://www.wtps.org/Page/9936>

ClassLink



All of this information can also be found online at
<https://www.wtps.org/Page/28181>



ClassLink is a new program that is designed to maximize instructional time by putting students' instructional materials in a single place and make them accessible through a single sign on across any device. The benefits of ClassLink are below:

- We can roster students digital textbooks FOR SOME publishers. Students will have an app that can get them into their content. [See the ClassLink Rostering Page for more information](#)
- We can set up certain apps to automatically log students into websites.
- We can set up web apps with a "Password Locker" This means that after you have students sign up for a educational program you use they can go into the ClassLink Dashboard, click on the app, enter the credentials, and they will be saved permanently across any device the student uses. [See how Password Locker works](#)
- We can quickly deliver surveys and other information to students by grade level, course, or other student body segments.
- We can deliver information to the staff desktop. Such as special bells schedules (no more searching through emails)
- <https://launchpad.classlink.com/wtps>

The first time using ClassLink Apps you will be instructed to download an extension for your browser. Please do this - it is safe. Make sure you see the the ClassLink Icon.

Follow-Me Printing

Follow me printing is a feature built into the district copiers which allows you to simply click print and with “follow me printing” selected as the printer go to ANY copier in the district to pick up your print job.

You can retrieve your print job in one of two ways:

1. Go to the copier you wish to use and enter your 5 digit employee number and click start. Some employees only have a 4 digit employee number, in that case, please add a leading 0 (zero). Your employee number can be found along the top of your paystub.
2. Swipe your ID card over the card reader.

Your print job should immediately follow.



Aesop (Source 4 Teachers)

This is the online system in which you will record absences. Absences may be personal or professional. You always need to log partial or full-day absences in Aesop (even if no substitute is required.) This system is also used to secure substitutes, so be sure that the information you enter is correct.

If the absence is out of district, you will also need to fill out a triplicate form that you can get from your school secretary.

To access Aesop from the district website, go to ClassLink on the global icons on desktop:

WTPS.ORG → STAFF → CLASSLINK → CLICK OR TAP SOURCE 4 TEACHERS



RealTime (Special Ed. portal)

Listed below and attached is some very good information for you to get started with Realtime. You should use the generic password Wtps2019 to log in and then they will choose their specific password.

The Help Guide Login PDF is specific to our district.

Attached is the Help Guide for our district staff to login Realtime.

Attached is the Teacher's Help Guide to Special Ed Module.

Below is the link to the video on Staff Overview to the Special Ed Module.

<https://vimeo.com/306471487/8bd7f03a72>

(This one-hour webinar will cover everything that all Teachers and Staff need to know to complete surveys. This will include an overview of the following: Responding to Meeting Requests, Viewing your Calendar in Realtime, Submitting Surveys for CST and 504 Teams (Present Levels, Modifications, Goals and Objectives & Behavior Plan Surveys), and how to view and acknowledge an IEP in Realtime.)

RealTime (Special Ed. portal)

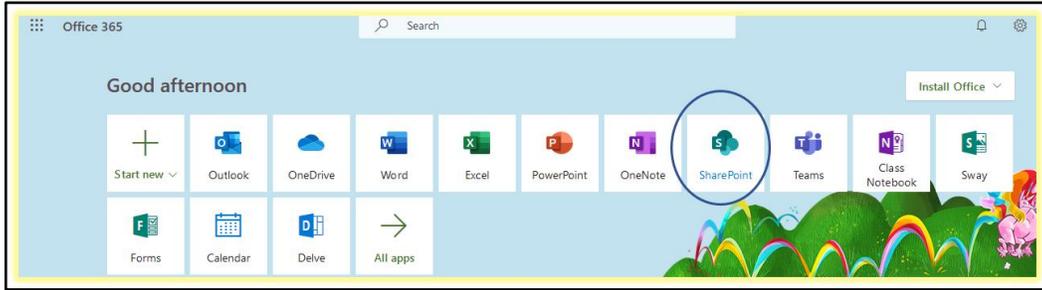
Special Ed Management Module Realtime Training



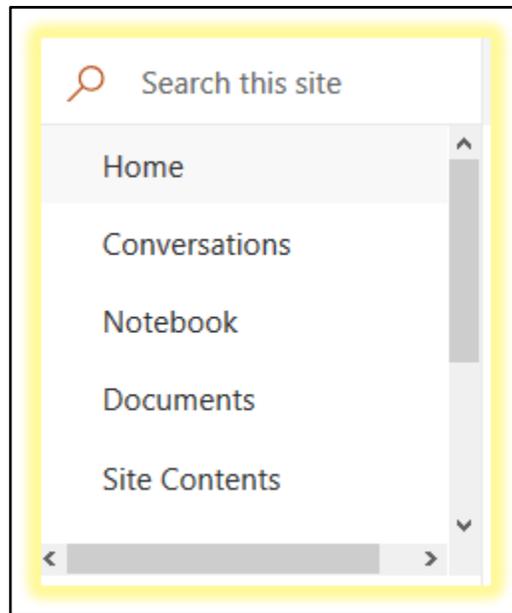
1. To get started, please open a web browser, and go to:
<http://secure.fridaysis.com/WTPS>
2. Your username is your prefix of your wtps.org email address (no spaces)
Example: ladams@wtps.org would be **ladams**
3. If you have not logged in before, your initial password is: **Wtps2019** (Capital W)
4. You must answer 3 (or more) security questions. Click the Save button next to each answer.
5. Then click the Home Button  under current user in the top right hand corner.
*Because you are attempting to login from a computer we do not recognize, you will be asked if Realtime should remember this computer.
Always answer NO if you are in a "public" location.
6. You will also need to answer one of your security questions.
7. Next, click on the gear icon in the top right hand corner  then under Security, click "Change Password"
8. Enter your old password: **Wtps2019** (Capital W)
Enter a New Password that you will remember. Your new password must be at least 8 characters and should include a capital letter.
*Note that you will have to type the password a second time before it can be **Saved**.
9. Also under the gear icon  click on the  tab to confirm or update your Email address (**email address 1 needs to be your wtps.org email**)
10. When complete with the setup click on the Home link  in the top right hand corner.

SharePoint

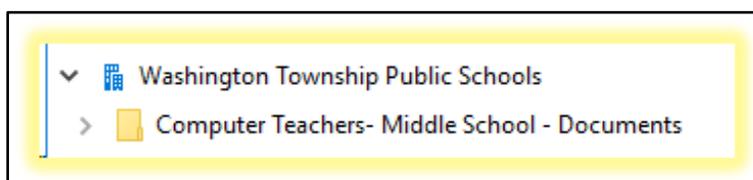
SharePoint is one of the apps in the Office 365 online environment.



It is a place where files can be added, group conversations happen, and resources can be compiled. Conversations are also available in outlook.



SharePoint group files can be synced down the same way as shared folders. They show up in the file explorer like this:



Phone/Voicemail Setup

Please follow these steps to set up your new voicemail mailbox. You will be prompted through this process. If you need assistance getting started, contact the HelpDesk.

- **Dial the voicemail system extension:** Press the message button on your phone (picture of envelope) (or you may still dial in using 7777) ☐
 - **If this is the phone in your room:** Enter the default password - 2580# ; Please note: do NOT enter your extension number if you are using your own phone ☐
 - **If this is your virtual extension:** Press # sign, enter your extension number, THEN enter the default password 2580#
 - You will now be prompted to change your password.
 - Enter a new password then press #. (This can be between 5 and 15 characters. It cannot contain your extension (forwards or backwards) nor can it contain a series of sequential numbers(12345), nor repetitive (55555) or start with a zero (0). We suggest that you select a number or type a word on the keypad that is easy for you to remember.)
 - You will be prompted to enter that same password again.
- **Recording your Name** (what you hear when you log in to your voicemail account, AND what others hear when you leave them a message: "Voice message from ...")
 - Select option 5 from the main voicemail menu (personal options) o Press 5 for recording your name and follow the prompts.
 - Record your first and last name. Recording your Personal Greeting (What callers hear when they call you eg. "Hi, this is Debbie Brown. I'm not available. Please leave a message" etc.)
 - From the main voicemail menu press 3 to create greeting.
 - Press 1 to change/create/delete greeting.
 - Press 1 to enter greeting number.
 - Record your personal greeting.
 - Press # sign to approve your greeting.
 - Press 1 to use for all calls.
 - Hang up or press **9 to get out of the system.



Congratulations! You have successfully set up your voice mailbox!

Phone/Voicemail User Instructions

To access your voice mailbox please follow these steps:

- Press the message button on your phone (or dial 7777) for voicemail if you are on the local network, or dial (856) 582-5666 from outside the network.
- If you are calling from your own extension, just enter your password then press the # sign.
 - When calling from outside press #, followed by your extension number. Enter your password followed by the # sign.
 - IF you are trying to dial in to your voicemail from someone else's phone, you will need to (listening to the prompts) o press # first, then your extension number, then your password

Accessing Your Phone Messages:

- Press 2 to get messages.
- Press 0 to listen to a message.
- To delete a message, press *3
- To save or skip a message, press #



Note: It is important to keep your mailbox space available for new messages. Please be sure to delete old messages. Messages are retained for 45 days, after that the system will delete the oldest message(s).