

New Staff Login information

APS User Account/Active Directory (login, email, access groups)

Login: First Initial, Middle Initial, and Last Name (ex. arrichardson) Password: 1234



Infinite Campus

Login: First Initial, Middle Initial, and Last Name (ex. arrichardson)



Password: Campus123

Oracle

Login: First Initial, Middle Initial, and Last Name (ex. arrichardson) Password: oracle



Google

Login: First Initial, Middle Initial, and Last Name (ex. arrichardson@aurorak12.org) Password: Employee ID #



Enrich

Login: First Initial, Middle Initial, and Last Name (ex. arrichardson) 1234

SABA

The default password is 'welcome'.

All Staff Help Resources

Missing Network Drives (W, V, U, etc.)

- Click on link: <\\dc00.aps.local>
- Double click NETLOGON
- Double click LogonScript.vbs
- Click Open (nothing will happen) - Close all windows
- Open "Computer" (Network drives should be there)
- Right Click the W Drive
- Select Create Shortcut
- Click on OK or Yes
- You now have a shortcut to your W drive on your Desktop

NOTE: If your network drives are still not present submit an [iSupport](#) ticket

Absence Reporting [Frontline](#)

Login: 10-digit phone number

Password default: 9 + last 4 of

SSN

NOTE: You must have permission from your point of contact to take your personal days. These cannot fall immediately prior to or after a break.

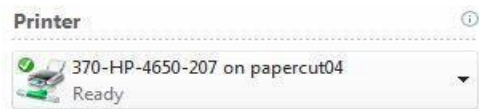
Paystubs [ATS Print Freedom](#)



Printing

- Locate Printer information
- Capture Label ID (ex. 370-HP-LJ4650-121)
- Click on the Windows Start/Windows Orb
- Click on Devices and Printers
- Locate your printer by scrolling through the list or do a search in the upper right-hand corner, right-click once on the printer and select "Set as Default..."

NOTE: When you print, verify the correct printer is showing up in the dropdown menu.



WiFi Personal Devices

- Choose APS-District
- Open an Internet Browser
- Username: AD Username (ex. arrichardson)
- Password: AD Password

NOTE: WiFi - District Owned Devices: Should always be APS-District

Voicemail Setup (It is an expectation that you set up and check your voicemail regularly)

- Hit a free line & dial 7000
- Hit # key
- Enter your VM Box number
- Hit # key
- Enter VM password
- Hit # key
- (messages will begin to play)

NOTE: [Helpsheet available for download](#)

ActivInspire/Classflow

Locate appropriate software for your Promethean Board go to this location to install:

U:\DistData\Promethean,Projectors,Lamps,Visualizers\Activinspire_ActivDriver Software\ActivinspireSuite

- Double-click on the icon; follow the directions; and use the defaults.

ActivInspire Serial Number: 0015-4428-6555-2136-1074

User = APS User

Org = Aurora Public Schools

