

TECHNOLOGY

HVRSD Account Activation Instructions

Welcome to Hopewell Valley Regional School District! Below you will find instructions on accessing your HVRSD accounts for the first time.



If you have any questions or issues, please contact the Technology Help Desk at helpdesk@hvrSD.org or call x2502

Email / Computer

Your network (computer) and Google accounts will be activated **24 hours after your employment is approved by Human Resources**. Please do not try to log in before that time allotment, or you will be locked out. If you get locked out of your account, please contact the Technology Help Desk at helpdesk@hvrSD.org or call x2502.

Your username will be your **full first and full last name**.

Example computer login: Jane Smith will be *janesmith*

Example Google login: Jane Smith will be *janesmith@hvrSD.org*

** Special characters, such as hyphens, are excluded. Usernames are limited to 20 characters.*

Initial password is **Hopewell2021**

** Initial password is case sensitive and must be changed within a HVRSD building (cannot be changed within Google). This password should be changed when you are issued your HVRSD laptop on your first day of employment. For employees not receiving a HVRSD laptop, please sign into an HVRSD desktop to change your password.*

Access your HVRSD email by visiting <https://www.gmail.com>.

We advise that you begin accessing your email as soon as possible after the activation date, as you will receive notifications, training information, and other information from your supervisor or building principal electronically.

Google 2-Factor Verification Setup for New Staff

The HVRSD requires that all staff members use some form of 2-factor verification to add a vital layer of security to our technology. The simplest way is to set this up so you will use a Google prompt or a text message with your verification code on your cell phone. This is a simple and straightforward way to protect your data. Click this [link](https://www.google.com/landing/2step/) {<https://www.google.com/landing/2step/>} and then click **Get Started** to set up 2-Factor Verification for your HVRSD Gmail account. If you have any questions, contact the helpdesk@hvrSD.org or call 609-737-4036.

ID Badge

All employees are issued a photo ID badge from Human Resources. This ID badge provides access through electronic doors during designated times. It also allows copier access, media center checkout, and cafeteria purchases. ID badges should be worn at all times.

OnCourse

HVRSD utilizes the OnCourse Student Information System and Learning Management System. This is an independent account that will be created at the date of hire. The same username as above applies; however, the initial password is **oncourse** (lowercase). You will be prompted to change your OnCourse password. You can login by going to **www.oncoursesystems.com**

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