



New Employee Technology FAQ Sheet

Welcome to Woodville ISD! Below you will find answers to many of the technology questions new employees have when entering our district. Please keep this sheet handy as it contains information you will need throughout the school year.

Woodville ISD Network Login

- 1) Your network login is used to access your computer, Woodville ISD network resources, and to authenticate your wireless devices on the web filter.
- 2) Your network login password must be at least 6 characters and will need to be changed every 90 days.
- 3) Never give out your network login password. It is your responsibility to keep this information secure. If you feel your password has been compromised, change it immediately!

Wifi

- 1) The password used to access the Woodville ISD wireless network is **greattechnology**.

Email

- 1) Woodville ISD utilizes G Suite for Education for our email. You can access your email from any web browser at <http://www.gmail.com>.
- 2) Your email password must be at least 8 characters.
- 3) All Woodville ISD email is archived for 10 years. We highly recommend that you keep your professional email and personal email separate for privacy reasons.

Helpdesk

- 1) Woodville ISD uses an electronic helpdesk system for all Technology and Maintenance request. You can access this system at <http://woodville.schoolobjects.com>. There is a link located on the Technology page of the Woodville ISD website for your convenience.
- 2) All Technology and Maintenance request should be submitted through the electronic helpdesk system. This will ensure that all request are logged and completed in a timely manner.

Key Cards

- 1) Building access at Woodville ISD is controlled using a key card system. These cards have a proximity chip that must be held up to the black pads next to each entry door to gain access if the door is locked.
- 2) Key cards are issued by the Technology Department and building access is controlled by the appropriate principal/director.

- 3) All building access changes should be submitted by your principal/director via email to the Technology Department.
- 4) Your first key card is provided free of charge. Replacement cards are \$5 each.
- 5) Key cards are not to be written or marked on in any way. Any cards found with writing or identifying marks will be disabled immediately and you will be required to purchase a new key card.
- 6) Key cards must be returned to the Technology Department at the end of your employment with Woodville ISD. Failure to return your key card to the Technology Department will result in a \$5 replacement fee.

About the Woodville ISD Technology Department

We strive to respond to each technology request in a timely manner once the issue is submitted through our electronic helpdesk system. You can help expedite this process by including as much detail as possible in your request. Again, welcome to Woodville ISD. We look forward to assisting you with your technology needs!

JEREMY COKER

Director of Technology



New Employee Technology Information Form

Employee Information <i>(To be completed by employee)</i>	
First Name:	Last Name:
Location: <ul style="list-style-type: none"> <input type="checkbox"/> Wheat Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Tyler County DAEP 	<ul style="list-style-type: none"> <input type="checkbox"/> Administration <input type="checkbox"/> Food Services <input type="checkbox"/> Maintenance <input type="checkbox"/> Technology <input type="checkbox"/> Transportation <input type="checkbox"/> Tyler County Special Ed Co-op <input type="checkbox"/> Other _____
Position:	Signature:
<i>I hereby acknowledge the guidelines established within the "New Employee Technology FAQ Sheet".</i>	

Administration Information <i>(To be completed by Administration)</i>	
Replacing:	Estimated Start Date:

Technology Information <i>(To be completed by Technology)</i>	
Username:	
Default Password: woodville	Email: <username>@woodvilleeagles.org
Accounts: <ul style="list-style-type: none"> <input type="checkbox"/> WISD Network <input type="checkbox"/> Google 	<ul style="list-style-type: none"> <input type="checkbox"/> HelpDesk <input type="checkbox"/> Inventory <input type="checkbox"/> MDM
Key Card #:	