



Beginning of Year Checklist 23-24

Technology

Reviewing this checklist will help start your year on a positive note. Feel free to save a copy of this document to easily access these links in the future.

[PISD Portal](#)

- Contains shortcuts to a majority of the resources you will need to access
- Login with your username (*without @prosper-isd.net*) and password
- Technology Helpdesk and Useful Information icons can be found at the bottom of your Portal desktop

Cybersecurity

- Gmail
 - [Change Settings for Images](#) to “Ask before displaying external images”
 - Because other organizations are likely to adjust their settings accordingly, [use this template for email signatures](#)
- District Devices
 - If you have just received your district device, you will need to login while on PISD’s network (wired or wireless) prior to attempting to using your device offsite
 - When working on your district device outside of the PISD network, [utilize our VPN](#) to keep the network and information safe
 - **If you are working with student or otherwise confidential information, you must do so on your district device and not a personal computer**
- Incidents
 - If you are ever in doubt, don’t click... report it to `CyberIncident@prosper-isd.net`
- Watch out for emails from the Technology Department; they could contain information concerning updates, tips, alerts, or even events with prizes

Hardware

- Phones
 - [Set up voicemail](#) on your classroom phone
 - Do not move phones from room to room. If your phone has not been linked to your name, speak with your Campus Secretary so they can update the phone list.
- Printing
 - [Printing with PaperCut](#)
 - [Finding Your PaperCut Pin Code](#)

- Chargers
 - [Travel Charger vs. Dock Charger](#)

Professionalism/Etiquette

- Set up your Google account photo with a professional picture, district logo, or school logo
- [Create/update your email signature](#) that includes your name, grade/subject you teach, and phone extension
- Lock your district device any time you step away in order to keep student information safe
- Keep your personal and work accounts and files separate
- Be aware of PISD [Staff](#) and [Student](#) Responsible Use Policies

Other Tips & Resources

- PISD - Wireless
 - [iPhone](#)
 - [Android](#)
- [Sync your Chrome profile](#) so your bookmarks will be saved to your account
- Substitutes do not have a Prosper ISD email address, but you **can** share files with them via Google Drive
 - Shared documents should not include student passwords or other sensitive information

Help

- [Helpdesk tickets](#)
 - [How to Submit a Ticket](#)
 - **Please note:** any staff member can create a helpdesk ticket
 - Review emails from the helpdesk to see updates on your tickets
 - Please submit a helpdesk ticket ASAP if a student comes to you with a damaged Chromebook; students will not receive emails from the helpdesk so do not include their email address on the ticket
- Your Campus Technician
- [Technology Useful Information](#)
- [Technology Staff HUB](#)
- Helpdesk Extension is 14101